



EMPLOYEE HANDBOOK

This Handbook is provided as a reference guide for Volunteer State Community College (VSCC) employees. In addition to this Handbook, all employees should be familiar with the Tennessee Board of Regents (TBR) and VSCC policies. VSCC faculty and staff should also be familiar with the College Catalog, the Faculty Handbook, the Adjunct Faculty Handbook, and the Student Handbook as applicable. For individuals who want to read or refer to a complete policy or guideline, the [TBR policy resource](#) and [VSCC policy resource](#) are available online.

Contents

Volunteer State Community College (VSCC) and Tennessee Board of Regents (TBR) Policies	4
GENERAL COLLEGE INFORMATION.....	4
Mission Statement	4
Core Values and Strategic Goals.....	4
History.....	5
Tennessee Board of Regents	5
Equal Employment Opportunity/Affirmative Action.....	5
Americans with Disabilities Act (ADA).....	6
EMPLOYMENT	6
Onboarding New Employees	6
Employee Training	6
Organizational Chart	7
Faculty and Staff Directory.....	7
Employee Classification Categories.....	7
Alternate and Remote Work Arrangements	8
Background and Reference Checks	8
Nepotism, Employment of Relatives and Personal Relationships.....	8
Performance Management.....	8
Councils and Committees	9
Access Card/Key Control	9
Outside Employment and Extra Compensation for Additional Assignments	9
Financial Disclosures/Conflict of Interest	9
Traffic and Parking Regulations	10
General Travel Policy.....	10
Information Technology	10
Intellectual Property/Patents and Copyrights	11
Reporting Losses of College Property and Resources	11
Email Policy	11
Solicitation and Acceptance of Gifts.....	11
Employee Personnel Files	11
General Personnel	11

WORKPLACE SAFETY	12
Emergency Procedures	12
Violence in the Workplace.....	12
Sexual Misconduct/Violence	12
Drug-Free Workplace.....	12
Environmental, Health, & Safety	12
Workers' Compensation Benefits.....	13
Emergency Closings	14
Tobacco-free Campus	14
COMPENSATION	14
Time Reporting/Payroll	14
Payment of Wages.....	15
Changes in Personal Information.....	15
Holidays	15
Longevity Pay	16
TYPES OF LEAVE	16
Annual Leave	16
Sick Leave	17
Sick Leave Bank	17
Family and Medical Leave Act (FMLA)	17
Parental Leave.....	17
Leave of Absence	17
Bereavement Leave.....	18
Civil Leave or Jury Duty	18
Voting Leave	18
Military Leave of Absence	18
BENEFITS.....	18
Consolidated Omnibus Budget Reconciliation Act (COBRA).....	19
BENEFITS SPECIFIC TO VOL STATE	19
Service Awards.....	19
Statewide Outstanding Achievement Recognition (SOAR) Awards.....	20
Excellence Awards.....	20
Professional Development	20

Discounts	20
VSCC Bookstore.....	20
Recreation and Fitness	20
Campus Maps and Directions	21

Volunteer State Community College (VSCC) and Tennessee Board of Regents (TBR) Policies

Volunteer State Community College values its employees and recognizes that employee welfare is crucial to successful operations. With consideration to TBR, state, and federal policies and guidelines, the College has developed policies to ensure good working conditions, fair wages and hours, and appropriate security for all employees. This Handbook is intended to serve as a resource for information regarding policies and procedures, as well as benefits and services available to VSCC employees, and does not constitute a contract of employment. The Employee Handbook is a guide and is not intended to outline every policy and procedure. Full policy details are available online at <https://www.volstate.edu/policies> (VSCC) and <https://policies.tbr.edu/> (TBR).

Volunteer State Community College reserves the right to make changes to the Handbook at any time. Questions concerning areas covered and not covered in this Handbook should be directed to the Office of Human Resources at (615) 230-3592 or by email to .

Additional College handbooks: [Faculty Handbook](#), [Adjunct Handbook](#), and [Student Handbook](#)

GENERAL COLLEGE INFORMATION

Mission Statement

Volunteer State Community College is a public, comprehensive community college offering quality, innovative educational programs, support, and services. Vol State is committed to building partnerships, strengthening internal and external community engagement, and promoting diversity, cultural awareness, and economic development to prepare students for successful careers, university transfer, and meaningful civic participation in a global society.

Core Values and Strategic Goals

The [Core Values](#) of VSCC include:

We believe STUDENTS matter. Students invest in Vol State to meet their individual needs. Our goal is to help them realize their potential.

We are LEARNERS: We aspire to continuously increase our knowledge to improve ourselves and those we serve.

We are EDUCATORS: Faculty are educators within and beyond the classroom; staff and administrators are educators outside the classroom.

We believe in DIVERSITY, EQUITY, EQUALITY, AND INCLUSION: We are committed to fostering an environment where all feel valued, respected, and recognized for their contributions to our community.

We are RESOURCEFUL: We use our skills, abilities, and technology to develop creative and innovative solutions.

We are part of a global COMMUNITY: We are all responsible for supporting the communities where we live and work

History

The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders, citizens of Sumner County, and State officials. A unified proposal for a college was presented to the Tennessee Higher Education Commission in Nashville on September 11, 1967. Upon recommendation of the State Education Commissioner J.H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission authorized the State Board of Education to establish a community college in Sumner County on June 2, 1969.

A 100-acre tract of land on Nashville Pike was chosen for the new campus, and the property was deeded to the State on December 4, 1969. The new college was named Volunteer State Community College, and this was approved by the board on July 2, 1970. Groundbreaking ceremonies for the first four buildings were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early 1972, temporary operations were in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In 1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System at which time, the central control of the College transferred from the State Board of Education to the Regents System.

Volunteer State has experienced phenomenal growth in enrollment, curricula, staff, programs, public service, facilities, and quality into this 50th year of its operation. The main campus of Volunteer State now comprises 18 buildings, and the Volunteer State campuses at Livingston, Springfield, and Cookeville continue to grow in every aspect as well. Numerous off-campus operations extend the College's instruction and public service roles throughout its multi-county area.

Tennessee Board of Regents

Volunteer State Community College is one of thirteen community colleges and twenty-seven TN Colleges of Applied Technology (TCATs) in the Tennessee Board of Regents System (TBR). The TBR was established by the Tennessee General Assembly with a Board consisting of nineteen members, including the Governor.

Equal Employment Opportunity/Affirmative Action

Volunteer State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender

identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

College employees or applicants for employment at Volunteer State Community College who believe they have been discriminated against or harassed based on any of the protected classes identified above should contact the College's Senior Director of Human Resources/Affirmative Action Officer at 615-230-3592 or at eeo@volstate.edu.

For specific policy information: [VIII:01:00 General Prohibition Against Discrimination, Harassment and Sexual Misconduct](#)

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Amendments Act of 2008 (ADA/AA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions, and privileges of employment. A qualified employee or applicant with a disability is an individual who can perform the essential functions of the job in question with or without reasonable accommodation.

Under the ADA, a person with a disability is anyone with a physical or mental impairment or medical condition that substantially limits a major life activity or anyone who has a record of a disability or is regarded as having a disability. Not every disability is visible.

For specific information: [ADA information](#)

EMPLOYMENT

Onboarding New Employees

The Office of Human Resources maintains the [Onboarding New Employees](#) webpage as a centralized, convenient place to find information that new employees will find useful as they begin employment at VSCC.

Employee Training

Pursuant to federal and state law, as well as TBR and VSCC policy, all employees are required to complete a variety of training programs on an annual basis. Employee training information can be found by accessing the My Vol State portal, selecting the "Employee Information Website" icon, and choosing the "Required Training" option on the left side menu (listed under "Employee"). It is important that all employees complete required training courses and sign applicable acknowledgements related to their work. Certain departments may also require specific training courses based on employee job duties. Employees should consult with their supervisors regarding the sequence and specific classes that they are required to complete.

Organizational Chart

An [organizational chart](#) is available for viewing on the Vol State website.

Faculty and Staff Directory

A listing of staff and faculty is in the online [directory](#). Employees are encouraged to contact the Public Relations Office to submit a picture for the directory.

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following list is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Volunteer State Community College.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

VSCC has established the following categories for both nonexempt and exempt employees.

- **Faculty:** These full-time employees hold academic rank as instructor, assistant professor, associate professor, or professor.
- **Adjunct Faculty:** VSCC fully embraces the importance of adjunct faculty as a part of the instructional team. These individuals must possess the equivalent credentials and qualifications of full-time faculty as established by the division and in compliance with all appropriate accrediting agencies. Adjunct appointments are only for the semester or dates as specified on the contract.
- **Regular, full-time:** Employees who are not in a temporary status and who are regularly scheduled to work the college's full-time schedule of 37.5 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part-time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. Regular, part-time employees are eligible for some of the benefits offered by the college on a pro-rated basis.
- **Temporary, part-time (non-faculty):** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work no more than 29 hours a week for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers are not eligible for benefits.

For specific information: [V:01:03 Employment Classification](#) policy, [TBR Definition of Faculty 5.02.01.00](#) policy, and [Fair Labor Standards Act](#) webpage

Alternative Work Arrangements

Volunteer State Community College wishes to support alternate and remote work arrangements that provide mutually beneficial opportunities for the employee and the institution. Considering that work-related needs can and do vary across the institution, alternate work arrangements may not be appropriate for every department, division, and/or position. Alternate and/or remote work arrangements are approved at the discretion of the supervisor and the appropriate Division Vice President.

For specific policy information: [TBR Alternate Work Arrangements 5.01.01.20](#)

Background and Reference Checks

Background checks and reference checks are required for all new employees.

For specific policy information: [V:01:28 Faculty and Staff Background Checks](#)

Nepotism, Employment of Relatives and Personal Relationships

No employees of Volunteer State Community College who are relatives may work within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. This policy should not be construed to prohibit two or more such relatives from working for VSCC. For the purposes of this policy, a "relative" means a parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.

For specific policy information: [TBR Nepotism:5.01.00.06](#) policy and corresponding [TBR Nepotism: P-090](#) guideline

Performance Management

Volunteer State Community College is firmly committed to effective performance management, which includes conducting annual performance evaluations of all regular full-time and part-time College staff and non-adjunct faculty. The primary purposes of the performance evaluation are to provide a formal mechanism for encouraging dialogue between employees and supervisors, to provide constructive performance feedback to employees, and to assist the College in achieving its strategic goals.

In addition to annual performance review, all regular full-time and part-time staff are subject to an initial probationary period of six months. During this period, each employee will receive a formal performance evaluation as a means of determining such job characteristics as adjustment to employment conditions, integration into the College's workforce, job learning process, attendance, and any other feature of the employee's job success.

Employees receiving a substandard rating on the performance evaluation form may be expected to complete a Performance Improvement Plan (PIP) as initiated by their supervisor. Within the plan period, the employee must demonstrate a willingness and ability to meet the performance initiatives specified by the supervisor. At the conclusion of the PIP period, the supervisor will evaluate the employee's performance to determine whether sufficient improvement was achieved.

The Office of Human Resources will supply the proper evaluation forms to supervisors as appropriate. Supervisors are responsible for ensuring that evaluations are conducted timely and routed appropriately before being submitted to the Office of Human Resources for retention in employees' personnel files.

For specific policy information: [V:01:02 Performance Evaluation for Executive/Administrative/Professional, and Clerical/Support Employees](#) and [II:01:02 Faculty Evaluation Process for Academic Affairs](#)

Councils and Committees

Membership on College Standing Committees is one of several opportunities and obligations available to faculty, staff, and students to serve the College and the greater community. The purpose of standing committees at Volunteer State Community College is to implement and ensure shared governance of the College by making recommendations concerning said governance. A key consideration in determining committee membership should be equitable representation of the College and its diversity.

For specific information: [College Standing Committees](#)

Access Card/Key Control

All College employees are expected to obtain a VSCC identification (ID) card as soon as possible after employment. These cards are obtained from the Office of Human Resources. The purpose of the access/key control policy is to establish and maintain integrity in the issuance, return, accountability, and record keeping of all VSCC keys, door pin (personal identification number) codes, access control cards, and key box access.

For specific policy information: [IV:30:10 Access/Key Control](#)

Outside Employment and Extra Compensation for Additional Assignments

Volunteer State Community College recognizes that, under certain conditions, faculty and staff may need to perform additional assignments for which extra compensation may be warranted. The purpose of outside employment and extra compensation for additional assignments is to establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees.

For specific policy information: [Outside Employment and Extra Compensation for Additional Assignments:5.01.05.00](#)

Financial Disclosures/Conflict of Interest

All employees of the TBR/and its constituent Institutions serve the interests of the State of Tennessee, and its citizens have a duty to avoid activities and situations that, either actually or potentially, put personal interests before the professional obligations that they owe to the State and its citizens. The conflict of interest policy is intended to establish standards of integrity and objectivity that should guide the actions of all employees of the Tennessee Board of Regents System. For the actual language and full coverage of the policy enforced by the College, please visit TBR Policy 1:02:03:10 and complete exhibit 3 staff form and instructions if you may have a

conflict of interest or if the Office of Human Resources requests you to complete the form based on your position with the College.

For specific policy information: [TBR Conflict of Interest 1.02.03.10](#)

Traffic and Parking Regulations

The purpose of VSCC traffic and parking regulations is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. All VSCC faculty, staff, students, and foundation trustees must display a VSCC parking decal when parking their vehicle on Campus. Applicants may request up to two decals and are responsible for obtaining a temporary parking permit when using a car without a parking decal. You may obtain a temporary permit from the Campus Police Office at each campus. Additional information and access to the online decal registration form can be found on the Campus Police webpage.

For specific information: [IV:30:07 Traffic and Parking Regulations](#) policy and [Campus Police](#) webpage

General Travel Policy

The General Travel Policy applies to the travel of all VSCC employees in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at the College's expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made, and the reimbursement claimed in accordance with this policy.

For specific policy information: [IV:01:01 General Travel Policy](#)

Information Technology

Vol State's mission is to provide a reliable, comprehensive information technology environment to enhance teaching, learning, and business operations while also providing excellent customer service. The Office of Information Technology is committed to meeting the needs of all students, faculty, and staff by equipping and supporting the Vol State community with quality resources in technology. More information regarding staff resources is available on the Information Technology webpage(s).

The Information Technology Resources policy applies to all persons and organizations using the information technology facilities and resources owned, leased, or administered by VSCC, including all persons employed (either as full-time, part-time, or temporary employees or as independent contractors) by VSCC and all students enrolled at VSCC. Those provisions, which apply solely to employees and independent contractors, are individually identified. If not identified, the information applies equally to all persons and organizations covered by this policy.

For specific information: [VII:01:01 Use of Information Technology Resources](#) policy and [Information Technology](#) webpage(s)

Intellectual Property/Patents and Copyrights

The Intellectual Property/Patents and Copyrights policy provides guidelines and protects the interests of the public; of individual creators of novel concepts, inventions, and materials; of Volunteer State Community College; and of sponsorships of research and scholarship.

For specific policy information: [V:01:06 Intellectual Property/Patents and Copyrights](#)

Reporting Losses of College Property and Resources

The purpose of the Reporting Losses of College Property and Resources policy is to outline the responsibilities and procedures for reporting all losses of college property and resources as required by the VSCC's Preventing and Reporting Fraud, Waste or Abuse policy.

For specific policy information: [I:01:05 Reporting Losses of College Property and Resources](#) and [IV:01:05 Preventing and Reporting Fraud, Waste, and Abuse](#)

Email Policy

The purpose of the Email Policy is to establish a standard for email use, mailbox size, email purge, and student email retention policy for Volunteer State Community College.

For specific policy information: [VII:01:24 Email Policy](#)

Solicitation and Acceptance of Gifts

Volunteer State Community College prohibits the solicitation, distribution, and posting of materials on or at the campus premises by any employee or nonemployee, except as may be permitted by the Solicitation and Acceptance of Gifts policy. The sole exceptions to this policy are charitable and community activities supported by VSCC and college-sponsored programs related to VSCC's products and services.

For specific policy information: [1:03:01 Solicitation and Acceptance of Gifts](#)

Employee Personnel Files

The College monitors the release of information contained in personnel files in a manner consistent with individual rights to privacy and institutional and external needs for information. All questions concerning public records should be addressed to the Office of Human Resources.

For specific policy information: [V:01:02 Personnel Records](#)

General Personnel

For specific policy information: [TBR General Personnel Policy 5.01.00.00](#)

WORKPLACE SAFETY

Emergency Procedures

Designated officials will be notified if a major incident and/or disaster should threaten or occur on the campus of Volunteer State Community College. Each building or building complex has a building coordinator who will implement the necessary procedures to ensure the safety of persons and property in the building. All employees are required to cooperate with supervisors, VSCC, and other officials in the event of an emergency.

Calling the Volunteer State Community College Police at (615) 230-3595 may assist with handling on-campus emergencies. However, emergency calls may also be placed to the Gallatin Fire and Police Department by dialing 9 and then 911.

For specific information: [Health and Safety Procedures](#) and [Campus Police](#) website

Violence in the Workplace

All employees, customers, vendors, and business associates must always be treated with courtesy and respect. Employees are expected to refrain from conduct that may be dangerous to others.

For specific policy information: [TBR Prevention of Workplace Violence:5.01.0.01](#)

Sexual Misconduct/Violence

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College prohibits sex discrimination, sexual harassment, and sexual misconduct on all its campuses and is committed to taking action to prevent all acts of sexual misconduct and to investigating and adjudicating all reports of sexual misconduct which includes dating violence, domestic violence, sexual assault, and stalking. Information concerning reporting options and supportive resources, as well as TBR and VSCC policies regarding sex discrimination, sexual harassment, and sexual misconduct are accessible on the VSCC [Sexual Misconduct/Violence](#) webpage.

Drug-Free Workplace

Volunteer State Community College (VSCC) strictly prohibits the unlawful manufacture, sale, distribution, possession, use, or abuse of alcohol and illicit drugs on all VSCC campuses, or any properties leased by VSCC, and at any College functions taking place at any campus location or property leased by VSCC. All employees and students are subject to applicable federal, state, and local laws related to this matter as well as disciplinary actions outlined in this policy.

For specific policy information: [V:01:05 Drug Free Campus/Workplace](#)

Environmental, Health, & Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize themselves with the emergency plan for their working area. Each facility has posted an emergency plan detailing procedure in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assume the responsibility of individual and organizational safety. Failure to follow college safety and health guidelines or engaging in conduct that places the employee, client, or college property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee and the Manager of Environmental, Health, & Safety (615-230-3617) has the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Employees with serious/life-threatening injuries should call 911 and/or Campus Police (615-230-3595). Campus Police will contact the Manager of Environmental, Health, & Safety (615-230-3617).

For specific information: [Health and Safety Procedures](#) and [Campus Police](#) website

Workers' Compensation Benefits

The State of Tennessee Workers' Compensation program is administered through CorVel Corporation. The college is covered under statutory state workers' compensation laws.

Non-life-threatening injuries: Complete the Supervisor Injury Report and instruct the employee to call [866-245-8588](tel:866-245-8588) and select option 1 to speak with a CorVel triage nurse. The nurse will advise the employee of treatment options.

- If **medical treatment is recommended**, the nurse will assist the employee in obtaining an appointment.
 - **Please Note: It's very important that you advise the employee to obtain written work status instructions from his/her treating physician prior to returning to work.** All restrictions must be evaluated by the Manager of Environmental, Health & Safety (EH&S) and the Supervisor to determine appropriate work assignments. The completed Injury Report must be forwarded to Michelle Boyd, EH&S - Wood Campus, Office 106J, michelle.boyd@volstate.edu.
- If **medical treatment is not required**, Complete the Supervisor Incident/Injury Report and advise the employee to contact you if his/her condition worsens or if treatment is requested at a later date. Forward completed report to the Manager of Environmental, Health, and Safety/Custodial Services - Wood Campus, Office 106J, 615-230-3617, michelle.boyd@volstate.edu.

Life-Threatening injuries: Call Campus Police at 3595 or dial 911 immediately. Be prepared to provide as many details as possible. If the employee is transported to a hospital for treatment complete as much of the Supervisor Incident/Injury report as possible and notify CorVel by calling

[866-245-8588](tel:866-245-8588) and selecting option 2. A CorVel representative will then contact the hospital to authorize treatment. Any time 911 is called directly from campus you must notify Campus Police.

For specific information: [Injury Reporting Procedures](#) and [IV:03:02 Emergency Procedure for On-the-Job Injuries to Employees](#)

Emergency Closings

At times, it may be necessary for the President to declare specific hours as for emergency closing as the result of inclement weather or other emergencies. Campus closure information will be posted on the College website, and employees can also register to receive text alerts via the Rave Text Alert System.

New employees are automatically sent a welcome email by the Rave Text Alert System upon activation of the employee's VSCC IT account. The email will contain a username and temporary password along with the website address for text alert registration. Employees should choose the campus(es) for which they would like to receive alerts and tornado warning notifications and should ensure that their cell phone number is correct in the alert system. Additional emails and phone numbers can also be added. Employee notification accounts are managed entirely by the employee, so employees should save their login information in case contact information needs to be updated in the future.

For specific information: [V:02:14 Days of Administrative Closing](#) policy and [text alerts](#) webpage

Tobacco-free Campus

Volunteer State Community College is a tobacco and smoke free campus that prohibits the use of tobacco by all persons, including students, faculty, staff, contractors, and visitors on any campus property. The use of tobacco products and electronic vaping devices (e-cigarettes) is prohibited in all College buildings, grounds, and any buildings owned, leased, or rented by Volunteer State Community College, as well as all state- and privately-owned vehicles. This includes vehicles owned by students, faculty, staff, contractors, and visitors. This policy is in effect 24 hours a day year-round and applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, snuff, herbal chew products, and any other smokable substances, as well as smokeless electronic vapor cigarettes or similar devices and any other devices that use tobacco.

For specific policy information [I:01:04 Tobacco and Smoke Free Campus](#)

COMPENSATION

Time Reporting/Payroll

The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The official workday is 7.5 hours (8.0 hours for Campus Police Officers and Dispatchers). Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded by logging into the *My Vol State* portal and selecting Self-

Service Banner/Employee/Time Sheet Reporting. Overtime must be approved in advance by the manager to whom the employee reports.

For specific policy information: [V:01:15 Hours of Work, Classified Employees](#) and [V:06:02 Payroll](#)

Payment of Wages

Payroll is processed once a month on the last working day of each month (except for December). Pay periods are based on the employee's classification as follows:

- Regular full-time, eleven or twelve month contracted employees are paid current and will be paid on the last working day of the month for that month.
- Regular full-time, nine-month faculty are paid on the last working day of the month for the period of August through May for ten percent of their contract. Additionally, there is a reduction in pay for those months to provide a deferral payout in June and July. This provides for an equal distribution of the annual salary over 12 months.
- Adjunct faculty teaching credit courses are paid on the last working day of the month for the period of September through December for fall semester contracts and for the period of February through May for spring semester contracts. Each payment represents twenty-five percent of the contracts. Summer semester contracts are paid according to dates established on the contract.
- Temporary part-time hourly and college work-study students are paid on the last working day of the month for the period of the 16th of the previous month through the 15th of the current month.

Employees must receive payment through the direct deposit of funds to savings and/or checking accounts at the financial institution of their choice.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Payroll Department.

For additional information: [Payroll Frequently Asked Questions](#), [V:01:03 Employment Classification](#), [V:01:15 Hours of Work, Classified Employees](#), [V:02:14 Days of Administrative Closing](#), and [V:06:02 Payroll](#)

Changes in Personal Information

Employees are responsible for maintaining current home address and telephone information to ensure that effective communication is maintained. Updated information should be reported by completing and submitting the [Personal Information form](#) to the Office of Human Resources.

Holidays

Volunteer State Community College will observe a maximum of seven (7) holidays per year and six (6) additional administrative closing days. The following days are designated as official holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Independence Day
5. Labor Day

6. Thanksgiving Day
7. Christmas Day

In addition to the seven (7) holidays granted, six (6) administrative closing days shall be designated as time off from work with pay for regular full-time and regular part-time employees.

For specific policy information: [V:02:10 VSCC's Holidays](#) and [TBR's Holidays:5.01.01.10](#)

Longevity Pay

The 89th General Assembly of the State of Tennessee adopted a longevity pay plan to reward State employees for extended service to the State. The plan became effective on July 1, 1979, was amended July 1, 1980 to include faculty members of the State's public higher education institutions and was further amended on July 1, 1994 to include regular part-time employees who are scheduled to work 1600 or more hours (82.1 percent time) in a fiscal year. In addition, effective July 1, 1995, regular full-time employees with 36 months of full-time service became eligible to receive longevity credit for prior part-time service that is equivalent to not less than 5 years of full-time service. Its continuation each year is subject to positive action by the State Legislature.

Upon completion of 36 months of service, all regular full-time and faculty, clerical and support staff, administrative/professional employees, and modified fiscal year (MODFY) employees are eligible for longevity payments.

- In addition, all regular part-time employees who are scheduled to work 1600 or more hours (82.1 percent time) in a fiscal year and have 36 months of service are also eligible for longevity payments. (Refer to Section IV, B for additional information regarding credit for part-time service.)
- The 36 months of qualifying service must be in an eligible status as defined below.
- For purposes of creditable service for longevity payments, the service base of employees in faculty, MODFY, or eligible regular part-time appointments shall be considered to be a full 12 months.

For specific policy information: [TBR Longevity Pay:P-120](#)

TYPES OF LEAVE

Annual Leave

It is the policy of Volunteer State Community College, in accordance with TBR's Annual Leave Policy, to provide all regular full-time and part-time employees with regular periods of rest and relaxation away from the work environment and to recognize length of service through additional annual leave accrual. The appropriate approving authority may require key administrative personnel to take a certain number of consecutive days of annual leave each year.

For specific policy information: [V:02:01 Annual Leave](#) and [TBR Annual Leave:5.01.01.01](#)

Sick Leave

It is the policy of Volunteer State Community College to protect all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and to provide the time off to employees in the event of serious illness or death of members.

For specific policy information: [V:02:07 Sick Leave](#)

Sick Leave Bank

For specific policy information: [TBR Formation & Operation of Faculty Sick Leave Banks P-060](#) and [TBR Formation & Operation of Staff Sick Leave Bank P-061](#)

Family and Medical Leave Act (FMLA)

In compliance with the Family Leave Act of 1993, as amended, (“FMLA” OR “THE ACT”) it is the policy of the Tennessee Board of Regents and Volunteer State Community College to provide eligible employees up to 12 workweeks of leave during a 12 month period for family or medical leave, or for a qualifying exigency; or, up to 26 workweeks of leave for military caregiver leave during a 12-month period for reasons specified in this Policy, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period.

For specific policy information: [V:02:15 Family, Medical, and Service Member Leave Act](#) and [TBR Family, Medical, and Service Member Leave 5.01.01.14](#)

Parental Leave

This policy defines parental leave and provides a period of up to four (4) months of leave to eligible employees for adoption, pregnancy, childbirth and nursing the infant, where applicable, in accordance with the TBR Parental Leave Policy.

With regards to adoption, the four (4) month period begins at the time the employee receives custody of the child.

For specific policy information: [TBR Parental Leave:5.01.01.08](#)

Leave of Absence

Volunteer State Community College provides approved, unpaid time off to regular employees due to reasons of illness or injury, or disability of an employee who has insufficient accumulated annual and/or sick leave, leave for educational purposes, and leave for justifiable personal reasons.

For specific policy information: [V:02:03 Leave of Absence](#)

Bereavement Leave

It is the policy of Volunteer State Community College to provide all regular full-time and regular part-time employees time off without loss of pay due to the death of an immediate family member.

Immediate family shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.

For specific policy information: [V:02:11 Bereavement Leave](#) and [TBR Bereavement Leave:05.01.01.09](#)

Civil Leave or Jury Duty

Any employee, except for a temporary employee with a contract of less than six (6) months, is granted civil leave when, in compliance to a subpoena or direction by proper authority, the employee appears as witness for the Federal government, the State of Tennessee, or a political subdivision of the State, or when it is necessary to attend any court in connection with official duties or to serve on a jury in any State or Federal Court.

For specific policy information: [V:02:05 Civil Leave](#)

Voting Leave

VSCC's Voting Leave policy provides employees time off to vote in state, national, and local elections and to establish a procedure for reporting the time missed from work.

For specific policy information: [V:02:16 Voting Leave](#)

Military Leave of Absence

All employees who are members of any reserve component of the Armed Forces of the United States or of the Tennessee National Guard, or the U.S. Air force Auxiliary Civil Air Patrol are entitled to a leave of absence from their duties for all periods of military service during which they are engaged in the performance of duty or training in the service of this State, or of the United States, under competent orders as stipulated in TBR Military Leave Policy and VSCC Military Leave Policy.

For specific policy information: [V:02:04 Military Leave](#) and [TBR Military Leave Policy :05.01.01.04](#)

BENEFITS

Vol State strives to deliver comprehensive, affordable, dependable, and sustainable benefits. The College recognizes the importance of helping employees better understand and access those benefits. For summary information, please refer to Vol State's HR Benefits Programs.

Employees may review benefit information related to the following:

- Affordable Care Act

- Medical
- Pharmacy
- Dental
- Vision
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Flexible benefits
- Behavioral Health/ Employee Assistance Program (EAP)
- Retirement
- Educational Assistance Programs
- College Savings

Annual Enrollment period is held yearly in the fall. Changes in coverage become effective the following January 1. Participants must remain enrolled in their selected benefit options until the next year, unless they lose eligibility or have a qualifying event or family status change during the year. Current health insurance information can be found at Partners For Health webpage.

For specific information: [HR Benefits Programs](#), [Partners For Health](#), and [Retire Ready](#) webpage

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Federal COBRA Law permits certain employees and dependents to continue coverage for a specific period in the event of death of the employee, divorce, termination of employment (if not gross misconduct or retirement), reduction of work hours, and dependents becoming ineligible for insurance coverage under the employee's plan. COBRA enrollment forms, brochures, and other pertinent information are automatically generated by the State of Tennessee Insurance system and are mailed to the employee's listed address, after "qualifying event" data are entered in the state system.

For specific information: [Partners for Health](#) and [COBRA Law](#) webpage

BENEFITS SPECIFIC TO VOL STATE

Service Awards

Service Awards are designed to recognize regular faculty and staff for their dedicated service to VSCC. Employees reaching five years of service will receive an award of their choice and a certificate. Further awards are provided in five-year increments beginning with the tenth year of regular service. Employees will be contacted by the Office of Human Resources to select an award.

For more information about the Service Awards program, contact the Office of Human Resources at 615-230-3592.

Statewide Outstanding Achievement Recognition (SOAR) Awards.

Each year the Tennessee Board of Regents is proud to honor six outstanding students, faculty, and staff members and two colleges of the year in the Statewide Outstanding Achievement Recognition (SOAR) Awards.

For specific information: [SOAR](#)

Excellence Awards

Each year, there is an opportunity to honor members of the College community. Excellence Awards will be given to an outstanding faculty member, adjunct faculty member, support staff member, and professional staff member.

Professional Development

The purpose of professional development is to increase the ability of the institution to achieve its mission while recognizing and supporting the needs of its employees. Professional development opportunities are facilitated by department offices.

For specific information for faculty: [Faculty Handbook](#)

Discounts

For specific Information: [VSCC Discounts](#)

VSCC Bookstore

Employees receive a 10% discount on purchases.

For specific information: [VSCC Bookstore](#)

Recreation and Fitness

Vol State has a fitness center located in room 105 of the Wesley Pickel Field House. It has a variety of equipment for students, faculty, and staff to use including treadmills, exercise bikes, cross trainers, and weights. There is also a walking/fitness trail with several exercise stations.

Hours of Operation

- Monday - Thursday 6:30 A.M. - 9:00 P.M.
- Friday 6:30 A.M. - 5:00 P.M.

For specific information: [Recreation and Fitness](#)

Campus Maps and Directions

[Campus maps and directions](#) are accessible online.

Volunteer State Community College reserves the right to make changes in the Employee Handbook at any time. Reasonable notice will be given to employees regarding any changes in the Employee Handbook. All updates and/or corrections will be posted in the online version of the Employee Handbook, which will supersede previous written copies. Changes will govern current, former, and prospective employees. This Employee Handbook is not intended to state contractual terms and does not constitute a contract between the employee and the Institution.

During the year, it may be necessary to update various policies referenced in the Employee Handbook, or information may change due to a change in College procedures, Tennessee Board of Regents policies/guidelines, or state law. Based on these possible changes, please refer to the online Employee Handbook for the most up-to-date information.

Volunteer State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.