

Information Summary Adjunct Faculty and Temporary Employees

For additional information see the Office of Human Resources webpage at www.volstate.edu
or contact the Office of Human Resources at 615.230.3592, Ramer Building-Suite 127.

Business Office	Employees may cash checks for up to \$50 per day.
Deferred Compensation	<p>Under current tax law you are permitted to put aside a portion of your gross income and defer paying taxes on that income and the interest it earns until such time as you actually receive the funds (generally upon retirement). VSCC offers a variety of deferred income plans, which make it possible for employees to take advantage of this provision in the law. Enrollment in these programs is voluntary and the decision to participate resides solely with each employee. VSCC does not endorse any specific plan and serves only as an intermediary to enable employees to defer a portion of their pre-tax earnings or post-tax earnings through a series of routinely scheduled salary reductions/deductions.</p> <p>Higher education employees who wish to set aside supplemental retirement savings may make salary reduction contributions to a 403(b) plan or to the state's 401(k) or 457 plan. Post-tax deductions can be made to the state's Roth 401(k) plan. For general information related to enrollment in deferred compensation as well as contribution limits, please visit the Employee Benefits section on the Office of Human Resources webpage or contact the Office of Human Resources at 615-230-3591.</p>
Discounts	Employees are eligible for discounts from select vendors. Check the Vol State website and go to "D" for Discounts.
Exercise Facility	Employees have access to exercise equipment located in the Pickel Building.
Emergency Management Plan	Please review the enclosed "Emergency Procedures Quick Guide" for information on what to do should an emergency arise while you are on campus. Building Coordinators (trained volunteers) will be available to assist with these procedures during an emergency or crisis situation. To review more information regarding emergency preparedness, including VSCC's Emergency Management Plan, please visit the Campus Police webpage or contact Campus Police at 615.230.3595 or the Director of Environmental, Health & Safety at 615.230.3617.
Follett Bookstore	Employees receive a 10% discount on purchases.
Holidays	See enclosed Holiday Schedule.
Library	Full use of Library Services available to all employees.
Parking	Parking is provided in spaces marked for staff. A parking decal is required. Please visit the Campus Police webpage to complete the Parking Permit Application. See enclosed form for more information.
Pay Cycle	Employees are paid by direct deposit at the end of each calendar month. Employees will receive a password protected check stub through Vol State email.
State Park Discount	Employees are eligible for discount rates at Tennessee State Parks.
Text Message Alerts	You may sign up for campus wide text message alerts. Please visit the Public Relations webpage.

Review the policies and website links below. Employees of Volunteer State Community College are to familiarize themselves with all College policies and Tennessee Board of Regents (TBR) policies and guidelines.

I:01:04	Tobacco Free Campus
III:15:11	USA Patriot Act Compliance (enclosed)
IV:03:02	Emergency Procedure for On-the-Job Injuries to Employees
V:01:05	Drug Free Workplace
V:01:06	Intellectual Property/Patents and Copyrights
V:01:26	Workplace Violence Prevention
V:03:01	Affirmative Action Plan for EEO and Nepotism
VII:01:24	Email
VIII:01:00	General Prohibition Against Discrimination, Harassment, and Sexual Misconduct
VIII:02:00	Sexual Discrimination, Sexual Harassment or Sexual Misconduct
VIII:03:00	Sexual Discrimination and Sexual Harassment
VIII:04:00	Discrimination and Harassment
VIII:05:00	Sexual Misconduct

Volunteer State Community College Policies: www.volstate.edu

Tennessee Board of Regents (TBR) Policies and Guidelines: www.tbr.edu

Adjunct Faculty Handbook: www.volstate.edu

Employees of Volunteer State Community College are required to complete online training courses in the following areas.

Report = Support! – Sexual Misconduct Training for Employees Title VI Non-Discrimination Training
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All employees are required to complete these training courses each year. The training instructions are enclosed and can also be found on the Human Resources Training website at <http://www.volstate.edu/HR/Training.php>.

Acknowledgement:

Employee Signature

Print Name

Date