



**AGENDA**  
**BOARD OF TRUSTEES**  
Personnel and Student Services  
Tuesday February 18, 2020 1:30 p.m.

1. Call to Order
2. Trustee Attendance
3. Trustee Business

**Action Items**

- a. Election of Chair and Vice Chair
- b. Adoption of the Agenda
- c. Approval of minutes from the previous meeting
- d. College Summer Hours Work Weeks
- e. Approval of Telecommuting Policy

**Informational Item**

**Updates**

4. Announcements
5. Adjournment



**Minutes  
Personnel and Student Services Committee  
May 14, 2019**

**Members Present:** Trustee Michael Felt  
Trustee Fannie Greene  
Trustee John Smith  
Trustee Jennifer Locke

**Member Absent:** None

**Others Present:** Dr. Michael Elam, President/CEO  
Kimberly Mack, Executive Assistant to the President and the Board of Trustees  
Margaret Murga, Director of Human Resources  
Dr. Edwin Imasuen, Vice President of Institutional Effectiveness and Advancement  
Marcus Lewis, Director of Institutional Research and QEP  
Dr. Barbara Bradley-Hasty, Vice President of Student Services and Enrollment

**Call to Order**

Trustee Fannie Greene called the Personnel and Student Services Committee meeting to order on May 14, 2019 at 1:33 p.m. in the president's conference room.

**Trustee Business**

**Action Actions**

**a. Approval of Agenda**

Trustee Felt made the motion to approve the agenda. Trustee Smith seconded the motion. The motion carried.

**b. Approval of minutes from the previous meeting**

Trustee Locke made the motion to approve the minutes from the previous meeting. Trustee Felt seconded the motion. The motion carried.

**c. College Summer Hours Work Weeks**

Trustee Greene asked Dr. Elam to discuss the action item. Dr. Elam shared that each year in the summer the staff has worked four days a week for ten hours and will be off on Fridays. There

is some flexibility for staff that has to work on Fridays in some areas, as well as how the 10 hours are worked a day. Those details are worked out with an employee's supervisor. The proposed start date is Monday, June 3, 2019 and the proposed end date is Thursday, June 25, 2019. Trustee Felt made the motion to accept the college summer hours work weeks. Trustee Smith seconded the motion. The motion carried.

### **Informational Item**

#### **a. Enrollment Presentation**

Dr. Hasty and Mr. Lewis shared enrollment trends, data, and steps to manage enrollment at HCC. There was no action taken, and this information will be shared in the president's report at the board meeting.

### **Adjournment**

Trustee Locke made the motion to adjourn. Trustee Felt seconded the motion. The motion carried. The meeting was adjourned at 1:55 p.m.

DRAFT

Halifax Community College  
Board of Trustees  
February 25, 2020

**Action Item**

---

Item: College Summer Hours Work Weeks

Area: Human Resources

Presenter(s): David Forester

Recommended Action: For the Board of Trustees to approve the forty-hour work week to run from Monday-Thursday in the summer time frame beginning the week of May 11, 2020 and going through July 31, 2020 with the Fridays off during this time period. Although this is for a longer period, it is no additional cost to the college.

Background: The College full-time staff work a forty-hour work week with eight hour days in the fall and spring semesters through graduation.

Last year in the summer of 2019 employees worked four 10 hour days, Monday-Thursday, to complete a 40-hour work week. The time period was June 3, 2019-July 26, 2019. The summer schedule provides employees the opportunity to have Fridays off in the summer. This has been popular with staff and provides them with a desired benefit without any additional costs to the College. The employees took a vote during the Spring 2020 Convocation to ask the Board of Trustees to continue with 4-day work weeks in the summer, and the results showed the staff was highly in favor of continuing the four 10-hour day work weeks in the summer.

Halifax Community College  
Board of Trustees  
February 25, 2020

**Action Item**

---

Item:	Approval of Telecommuting Policy
Area:	Administrative Services Division
Presenter (s):	David Forester
Recommended Action:	The Board of Trustees Approval of a Telecommuting Policy
Background:	<p>The College does not have Telecommuting Policy for employees to work currently. The Nurse Family Partnership (NFP) agreement, which the Board of Trustees recently approved, has been set up with four nurses working in a regional five county service area with travel to the houses of clients. The College is not providing the nurses in the NFP with offices on campus, but they are HCC employees hired through grant funding with home based offices. Therefore, it is essential that the College establish a mechanism for the work to occur within College policy from home offices.</p> <p>Additionally, this policy will allow the College to remain more current in the contemporary work environment of 2020. Other College employees besides those in the NFP may desire to apply to telecommute. Some positions do not lend themselves to being positions which fit into telecommuting and those requests would be denied. Telecommuting would only be approved when it is deemed to mutually beneficial to the College and its employees with a goal of enhanced delivery of services.</p>

## Halifax Community College

### Telecommuting Policy

#### TELECOMMUTING

- The purpose of this telecommuting policy is to provide guidance and management of telecommuting to faculty and staff at the College.
- Telecommuting or working remotely can be mutually beneficial to both the College and its employees with a goal of enhanced delivery of services.
- Some positions do not lend themselves to being positions where they necessarily fit into telecommuting. For example, supervisory positions may not be applicable to being a telecommuting position due to the necessity to be on campus on a regular basis.
- The telecommuting location(s) must be equipped by the employee with information technology adequate to permit employees to successfully complete the job responsibilities. All applications will be considered on a case-by-case basis.

#### ELIGIBILITY

- Each employee is eligible for applying to telecommute. Faculty who apply need to use the established hours of their teaching schedule to create a similar telecommuting work schedule.
  - Both the direct supervisor and the employee are responsible to show that the following are occurring:
  - The supervisor agrees that the employee is available to meet in College-wide, division, and department meetings and be available by telephone.
  - The supervisor agrees the College will not be adversely impacted by the employee performing his/her tasks as a telecommuter.
  - The supervisor agrees that they are able to determine that there is an adequate amount of work for telecommuting to occur and that the work is suitable for being performed at a remote work site.
  - The supervisor must confirm to the Vice President that the employee has no issues in their work history which would pose a question of the success of the telecommuting assignment such as excessive absences, no corrective action plan in the past twelve months, no misuse or loss of equipment, and not being the cause of any security breach.
  - The supervisor agrees that appropriate equipment and technology are provided and maintained by the College and/or the employee to allow the goals of telecommuting to be successfully achieved.
  - The supervisor must agree that the employee can be adequately supervised when in telecommuting mode.
  - The supervisor will explain in writing to the employee how their performance will be evaluated while in telecommuting mode. The performance of the telecommuter will be included as part of their annual performance review.

## EMPLOYEE REQUIREMENTS

- Employees desiring to telecommute must agree that they will be available to come to campus for any College-wide, division, or department meetings where their presence is needed on campus along with providing completion of job tasks such as student advisement/registration. Employees must agree that they may receive communication from their supervisor to work on campus for any task needed to successfully complete their jobs.
- If the official work site is the College campus then employees are not eligible for mileage reimbursement to and from the College campus.
- Any employee desiring to telecommute agrees that they will be working on a time established in collaboration with their supervisor for a regular work schedule to be in place. The standard work time will be from 8:00 a.m. to 5:00 p.m. with a one-hour lunch during weekdays unless a different schedule is approved by their supervisor in writing. Employee must be available by telephone during the work hours.
- Any employee desiring to telecommute must agree for the telecommuting agreement to be considered on probationary period of time at the start of the agreement. The employee will receive feedback from their supervisor regarding their performance while telecommuting. If the employee successfully performs during the probationary period then the telecommuting agreement can be extended. Supervisor evaluation of performance will occur on a continuous basis of any telecommuting employee they supervise.
- An employee desiring to telecommute must establish a remote work location which is conducive to leading to a successful telecommuting agreement occurring. Employee desiring to telecommute must provide an environment which allows for security and confidentiality of information. The work place must be evaluated by the employee and considered safe while taking into account any possible hazards.

## CONDITIONS

- Telecommuting is a privilege, not an entitlement.
- Telecommuting is voluntary and can be terminated at any time by either the College or employee with or without cause.
- All North Carolina laws, NCCCS code, College policy, and College procedures are to be complied to by the telecommuter. This includes policies regarding confidentiality of records and the secondary employment restrictions.
- The duties, tasks, and responsibilities of employment of the employee do not change once they are in telecommuting status.
- Telecommuting must not result in additional work for other staff members.
- Telecommuters must not receive any benefit which could lead into any future job promotion.
- Telecommuters who are non-exempt employees may not earn overtime pay nor accrue any compensatory time without prior written consent and approval of their supervisor. If a telecommuter needs to work more than forty hours in a week then the approval in writing must be in the Human Resources office before the work commences.

## APPLICATION PROCEDURES

- Any employee who desires to be considered for telecommuting need to submit an application to their supervisor by completing a Telecommuting Request Form.
- Next, their supervisor will send the Telecommuting Request Form to the Vice President on the President's Council for their signed approval.
- Finally, the signed approval must be obtained from the President. The President's decision will be communicated in writing to the employee.

## SELECTION PROCEDURES

There must be demonstration of fit for the position to be considered for possible telecommuting. The decision is to be made by supervisors, Vice Presidents, and the President based on whether the position has a fit with the needs of the College. The fit will be determined by the following:

- a) Needs of the work unit
- b) Employee's personal situation
- c) Need for adequate supervision of employee
- d) Employee's current and past job performance
- e) Effects on customer service
- f) Positive/negative effects on the work unit or division
- g) Availability of equipment and appropriate work space at home
- h) Ability to measure the work performed
- i) Level of work skills, i.e., time management, organizational skills, self-motivation, and ability to work independently.

Employees will be contacted by their supervisor once the supervisor has considered the criteria above to communicate whether the employee's request to telecommute will be granted or not. Employee seniority is not a factor which will be considered when the decision regarding telecommuting approval occurs.

## SAFETY & LIABILITY

The employee must establish a work place at home or at an alternative location for telecommuting. The employee must consider any potential hazard at their remote work location and protect against any potential danger. The College's job site liability will continue to exist as the employee's work site is an extension of the College. An employee is covered by the North Carolina Workers Compensation laws while in telecommuting status. If an employee becomes injured at their work site then the employee must contact their supervisor by the end of the next business day to report the injury. It is the responsibility of the employee to contact Human Resources to file any Workers Compensation claim regarding a work site injury. Halifax Community College does not assume any liability for any third party who is injured or incurs any property damage at the remote work site. The employee agrees that they will allow a College employee and/or an insurance representative to inspect the work place after any reported accident or employee claim of injury to ensure a safe and secure work space.



Employees are responsible for following security measures such as protecting passwords and establishing computer firewalls to protect information from their remote site.

Any College provided equipment for telecommuting may not be used for personal purposes. College owned software must not be copied for personal benefit. The supervisor must approve all hardware, software, and equipment used by the telecommuter before the agreement commences. The supervisor should approve websites to be accessed by the employee on College equipment. The telecommuter agrees that they will not access websites during work hours which do not pertain to their job being completed efficiently and effectively.

#### TERMINATION

Termination can occur by either the College or the employee desiring to end the telecommuting arrangement. There may be a need in specific occasions for cross-training with another employee to occur over a 30 day period. This time allow the College to align a new remote employee with the needed skill set to achieve the goals of the College. Any equipment owned by the College must be checked back into the College to the appropriate responsible party at the end of the telecommuting arrangement. This includes hardware, software, documents, and peripheral equipment. The telecommuter realizes that any documents created during telecommuting are solely owned by the College and that they may need to submit those documents to their supervisor.

Halifax Community College  
Telecommuting Agreement

I have read the Telecommuting Guidelines for Halifax Community College and agree to abide by the terms as stated.

---

Telecommuter Print and Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

---

President Signature \_\_\_\_\_ Date \_\_\_\_\_