SECTION I

GENERAL INFORMATION

Introduction

This manual has been compiled to serve as a guide for hourly employees in matters relating to employment at Jones County Junior College. It is intended to provide a basic understanding of the policies and procedures of the College, not to cover every situation that may arise. However, employees should be able to determine what is expected of them if the information contained in this publication is combined with good judgment. Every employee is expected to read this handbook in order to understand the policies of the College. If an employee does not understand any of the material, it is his/her responsibility to contact the supervisor or the Payroll/Personnel office.

While the Policy and Procedure Manual published by the College applies to all employees, its information relates principally to the Board of Trustees, the administrative staff, and faculty. A copy of this publication is available for review in the Payroll/Personnel office.

The cooperation of each member of our organization is recognized and appreciated. The growing prestige of our institution is a result of the fine teamwork exemplified by all our employees. The Board of Trustees and administration look to each employee for continued cooperation and support in order to maintain high standards in our institution.

Since the College operates in an environment of constant change, some policies and benefit programs currently in effect may be revised, suspended, or eliminated in response to our needs or changing legal requirements.

Purpose and Goals of Jones County Junior College

The purpose of Jones County Junior College is to provide programs and support services consistent with the ideals of a democratic society to meet the educational needs of students and communities in the Jones County Junior College district. The purpose is further delineated by five goals which provide an ongoing focus on planning and assessment for effectiveness:

1. To provide human, financial, and physical resources necessary for quality programming
2. To provide educational programs to meet students’ interests and needs
3. To provide resources to work with agencies and industries to enhance
economic development

4. To provide educational support services to meet the needs of students and
5. To provide for educational improvement through continuous planning and
   assessment

Organizational Chart

An organizational chart for the College is found in the Appendix of this manual.

Terminology Used in this Manual

"Employee" or "staff" refers to hourly employees of Jones County Junior College.

"College," "institution," "school," "JCJC," or "Jones" refers to Jones County Junior College.

The “Payroll Office” and “Human Resources Office” which are a part of the Business Office are located
in the Hutchinson-Hubbard Administration Building.

"Full-time employee" refers to an employee who is scheduled to work a minimum of thirty
hours per week during the regular school year and who is scheduled to work at least
twenty-seven hours per week during the summer.

"Part-time employee" refers to an employee not meeting the minimum work schedule for a
full-time employee as described in the previous paragraph.

"Temporary employee" refers to an employee who is working on an interim basis or who
works as needed.

Equal Employment Opportunity Compliance Statement

Jones County Junior College offers equal educational and employment opportunities to all
persons without discrimination and without regard to sex, race, color, religion, or national
origin. These provisions also apply to qualified persons with disabilities.

All employees and students shall be afforded equal educational and employment
opportunities; no office, department, facility, or organization shall permit or be used for any
activity that might deny any person these equal opportunities.

Harassment Policy

It is illegal to harass others on the basis of their sex, age, race, color, national origin,
religion, marital status, citizenship, disability, and other personal characteristics.

The College has an official policy relating to sexual harassment. This policy can be found in
the Legal Issues section of this handbook.

Drug Free Workplace

Jones County Junior College maintains a drug free workplace in accordance with the

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Jones County Junior College workplace or while representing Jones County Junior at a school-related activity.

The entire scope of this policy can be found in the Legal Issues section of this handbook.

**BOBCAT COMPUTING**

**Policy**

The overarching policy governing computing and networking at Jones is the Policy on Acceptable Use of Electronic Resources. The policy is reprinted in its entirety below. Faculty, staff, and students are urged to review and understand the contents of this policy. Violations of the policy may result in sanctions up to and including termination or expulsion.

**Policy on Acceptable Use of Electronic Resources**

Summary This policy defines the boundaries of “acceptable use” of College electronic resources, including computers, software, networks, electronic mail services and electronic information sources. This policy contains specific rules that can be modified as the electronic information environment evolves. This policy is based on the principle that the electronic information environment is provided to support College business and its mission of education and service while other uses are considered secondary.

Some uses of the electronic information systems are forbidden such as:

- Uses that threaten the integrity of the system;
- Uses that threaten the function of non-College equipment that can be accessed through the system;
- Uses that threaten the privacy of others;
- Uses that threaten the actual or perceived safety of others;
- Uses that are otherwise illegal

By using College electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable College policies, as well as State and Federal laws and regulations. Use of facilities may be subject to monitoring for appropriate purposes.

This policy defines penalties for infractions, up to and including loss of system access, employment termination or expulsion. In addition some activities may lead to risk of legal liability, both civil and criminal.

Users of electronic information systems are urged in their own interest to review and
understand the contents of this policy.

**Purposes**

Jones County Junior College makes computing resources (including, but not limited to, computer facilities and services, computers, networks, electronic mail, software, electronic information and data) available to faculty, students, staff, affiliates, registered guests, and the general public to support the educational, research and service missions of the College.

Priorities for the use of computing resources will be established and enforced. The priorities for use of College-wide computing resources are:

1. Uses that directly support the educational and service missions of the College.
2. Other uses that indirectly benefit the education and service missions of the College, as well as and including reasonable and limited personal communications.

**Implied Consent**

Each person with access to the College’s computing resources is responsible for his or her appropriate use. By their use each person agrees to comply with all applicable College and departmental policies and regulations and with applicable State and Federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems.

Academic Freedom and Responsibility: The rights of freedom of thought, inquiry and expression, as defined in the College’s Policy and Procedure Manual (Section 4-1), are paramount values of the College community. The College’s commitment to the principles of open expression extends to and includes the electronic information environment, and interference in the exercise of those rights is a violation of this policy and of the policies in the Jones Policy and Procedure Manual.

General Standards for the Acceptable Use of Computer Resources: Failure to uphold the following General Standards for the Acceptable Use of Computer Resources constitutes a violation of this policy and may be subject to disciplinary action.

The General Standards for the Acceptable Use of Computer Resources require:

- Responsible behavior with respect to the electronic information environment at all times;
- Behavior consistent with the mission of the College and with authorized activities of the College or members of the College community;
- Compliance with all applicable laws, regulations, and College policies;
- Respect for the principles of academic freedom and responsibility;
- Truthfulness and honesty in personal and computer identification;
• Respect for the rights and property of others, including intellectual property rights;
• Behavior consistent with the privacy and integrity of electronic networks, electronic data and information, and electronic infrastructure and systems, and
• Respect for the value and intended use of human and electronic resources.

Enforcement and Penalties for Violation: Any person who violates any provision of this policy, of the Specific Rules interpreting this policy, of other relevant College policies, or of applicable State or Federal laws or regulations may face sanctions up to and including termination or expulsion. Depending on the nature and severity of the offense, violations can be subject to disciplinary action through the Dean of Student Affairs or disciplinary procedures applicable to faculty and staff.

It may at times be necessary for authorized system administrators to suspend someone’s access to College computing resources immediately for violations of this policy, pending interim resolution of the situation. In the case of egregious and continuing violations, suspension of access may be extended until final resolution by the appropriate disciplinary body.

System owners, administrators or managers may be required to investigate violations of this policy and to ensure compliance.

Amendment

Formal amendment of the General Standards of Acceptable Use of Computing Resources or other aspects of this policy may be promulgated by the Network Services Manager & Computer Services Director following consultation with the Technology Resource Management Steering Committee. If and when changes are made appropriate effort such as posting changes on the College’s web page and placing a notice in the school newspaper will be made to notify the College community.

Interpreting This Policy

As technology evolves, questions will arise about how to interpret the general standards expressed in this policy. The Network Services Manager & Computer Services Director shall, after consultation with the Technology Resource Management Committee, publish specific rules interpreting this policy.

Specific Rules Interpreting the Policy on Acceptable Use of Electronic Resources

The following specific rules apply to all uses of College computing resource. These rules are not an exhaustive list of proscribed behaviors, but are intended to implement and illustrate the General Standards for the Acceptable Use of Computer Resources, other relevant College policies, and applicable laws and regulations. Departments and system administrators may promulgate additional specific rules for the acceptable use of individual
computer systems or networks.

**Content of Communications**

- Except as provided by applicable State, or Federal laws, regulations or other College policies, the content of electronic communications is not by itself a basis for disciplinary action.
- Unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications (as defined by law), are prohibited.
- The use of College computer resources for private business or commercial activities (except where such activities are otherwise permitted or authorized under applicable College policies) is prohibited.

**Identification of Users**

Anonymous and pseudonymous communications are not permitted except when expressly approved by the operating guidelines or stated purposes of the electronic services to, from, or through which the communications are sent. However, when investigating alleged violations, the Technology Resource Management Committee may direct the Network Services Manager & Computer Services Director, or an authorized system administrator, to attempt to identify the Originator of anonymous/pseudonymous messages, and may refer such matters to appropriate disciplinary bodies to prevent further distribution of messages from the same source.

The following activities and behaviors are prohibited:

- Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication;
- Acquiring or attempting to acquire passwords of others;
- Using or attempting to use the computer accounts of others;
- Alteration of the content of a message originating from another person or computer with intent to deceive; and
- The unauthorized deletion of another person’s newsgroup postings.

**Access to Computer Resources**

The following activities and behaviors are prohibited:

- The use of restricted-access College computer resources or electronic information without or beyond one’s level of authorization;
- The interception or attempted interception of communications by parties not explicitly
intended to receive them;

• Making College computing resources available to individuals not affiliated with Jones County Junior College without approval of an authorized College official;
• Making available any materials the possession or distribution of which is illegal;
• The unauthorized copying or use of licensed computer software;
• Unauthorized access, possession, or distribution, by electronic or any other means, of electronic information or data that is confidential under the College’s policies regarding privacy or the confidentiality of student, administrative, personnel, archival, or other records, or as defined by the cognizant Security Officer,
• Intentionally compromising the privacy or security of electronic information; and
• Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction).

Operational Integrity
The following activities and behaviors are prohibited:

• Interference with or disruption of the computer or network accounts, services, or equipment of others, including, but not limited to, the propagation of computer “worms” and “viruses”, the sending of electronic chain mail, and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts;
• Failure to comply with requests from appropriate College officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy;
• Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
• Altering or attempting to alter files or systems without authorization;
• Unauthorized scanning of networks for security vulnerabilities;
• Attempting to alter any College computing or networking components (including, but not limited to, bridges, routers, and hubs) without authorization or beyond one’s level of authorization;
• Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services;
• Intentionally disrupting the use of electronic networks or information systems;
• Intentionally wasting human or electronic resources; and
• Negligence leading to the damage of College electronic information
computing/networking equipment and resources.

Appendices

Relevant College Policies

The use of computing resources is also required to conform to the following College policy:

Code of Student Conduct

In addition, specific policies of the College’s Schools, departments, computer systems and networks, and other general College policies and regulations are also applicable to the use of computer resources. These policies include, but are not limited to, the following:

• Patent Policy
• Copyright Policy
• Computer Software Policy
• FERPA

For Mississippi Laws that apply to the use of computing and networking systems please refer to the Legal Issues section of this handbook. For a complete statement of our policy and legal directives you may also consult our website at www.jcjc.edu.
SECTION II
BEGINNING AND ENDING EMPLOYMENT

BEGINNING AND ENDING EMPLOYMENT

Requirements for Employment

In order to be employed at Jones County Junior College, an applicant must have completed and submitted an institutional application to the Human Resources office. Any additional information the applicant wishes to be considered may be attached to the application.

Some employees may be required to take a physical examination and/or other tests as a condition of employment. If a physical exam is requested, a candidate for employment must be found by the examining physician to have health status and physical stamina required for the prospective job opening. To help maintain high standards, employees may be required to have physicals and/or other medical tests after employment.

Once an applicant has accepted a position at the institution, he/she must visit the Human Resources office to complete required forms and to provide additional information before beginning work. Additional requirements are as follows:

W-4 Federal Withholding Form
State Withholding Exemption Form
I-9 Employment Eligibility Verification (employee must present his/her driver's license and social security card)
PERS - Form 1 Retirement System Application (must present his/her Social Security card and have the Social Security number and date of birth of beneficiary)
Public School Employees Health Insurance Plan (PSEHIP)
Public School Employees Life Insurance Plan

Orientation

The Human Resource office conducts orientation for all new hourly employees and new supervisors. Attendance at orientation is required. New employees should expect orientation to be scheduled during the first month of employment. Former employees who are reemployed must attend orientation. Part-time employees must also attend; temporary employees are exempt.

Resignations/Terminations

The institution hopes to retain good employees. However, employment at the College is for
no specified time. Just as employees are free to leave for any reason, Jones reserves the same right to end our relationship with you at any time. Termination may be with or without notice, for any reason not prohibited by law, or because the college chooses to end your employment.

Any hourly employee who is terminating employment should submit a letter of resignation to his/her supervisor and the Human Resources office. The employee is expected to give at least two weeks’ notice before voluntarily terminating employment. Once notice is given employee must have doctor’s excuse to utilize sick pay benefit. If employees terminate employment without giving the required written notice, they will forfeit accumulated benefits and will be paid for actual day(s) worked only. The College will not look favorably on re-employment of employees who voluntarily leave without giving proper notice.

A two-week written notice will be given employees who are terminated because of a reduction in workforce. No such notice will be given if termination is for other reasons, or if the College chooses to end the employment.

Employees who terminate employment by resignation or retirement or who are terminated are expected to have an exit interview with the Human Resources office. Terminating employees must arrange for an exit interview with the Human Resources Manager in order to return all property of the College. This includes keys, library materials, tools, etc. Failure to attend exit interviews may hinder employment elsewhere.
SECTION III

COMPENSATION POLICIES

Pay Period

All hourly employees are paid bi-weekly. The official work week of the College begins at 12:01 a.m. Saturday and ends at midnight Friday.

Work Schedule

Supervisors will advise employees of the work schedule. An employee who works only a portion of his/her scheduled day must observe the scheduled lunch period and cannot work late or report for work early on another day to make up for the missed time. Any exception to this must be approved in advance by the employee's supervisor and the Business Manager.

Except for breaks and meal periods, employees are expected to be in their place of work and remain there until their scheduled departure time. Employees must punch out any time they leave the campus during work hours. An employee's supervisor must approve in advance the performance of duties while away from the institution.

Meal Periods

All employees working more than five consecutive hours must take a meal period, and each employee must take the entire time for which he/she is scheduled for lunch each day. Meal periods are mandatory, and employees cannot shorten their workday by foregoing a meal period. Meals may not be taken at the employee's work area.

All employees should take meals between 11:00 a.m. and 2:00 p.m. If two or three hourly employees work in the same office area, meal periods should be scheduled at different times so that the office may remain open.

Break Periods

Employees scheduled to work at least four consecutive hours are permitted to take a paid fifteen-minute break. Employees scheduled to work more than six hours per day may take an additional fifteen-minute break after the scheduled meal period. Break periods may not accumulate nor be taken in conjunction with lunch. Break time exceeding fifteen minutes will be deducted from the employee’s hours.

Break periods are a privilege granted by the institution; an employer is not required to grant them. Employees must remain in their own building during breaks so that they may be contacted by their supervisor if needed. Employees must have supervisor’s permission to
leave campus during break and must clock out to do so.

A break period should not begin less than one hour and fifteen minutes after the beginning of the work day or a meal period. Breaks should conclude at least one hour before a meal or the end of the work day. If two or three hourly employees work in the same office area, break periods should be scheduled at different times so that the office may remain open.

**Time Cards**

Each hourly employee has a time card, and it is the individual's responsibility to record accurately his/her hours worked. Falsification of time records will not be tolerated. It is never permissible for an employee to punch the time clock for another employee. If an employee fails to punch his/her time card or if the card is incorrectly punched, the employee's supervisor must record the correct time and initial the correction. If the Payroll office cannot determine the hours worked by an employee before a payroll is processed, the employee will be paid for accurately recorded time. The employee will be paid for the time in question, including appropriate overtime, on the next payroll.

Employees must not punch in more than four minutes before their scheduled start time or punch out more than four minutes after the scheduled quitting time. Employees must never wait at the time clock before punching out.

**Overtime**

It is the institution's intent to compensate overtime in accordance with federal and state law. However, it is against College policy for an employee's regular schedule to include more than forty hours per week.

Employees working more than forty hours in a workweek will be paid one-and-one-half time the regular rate of pay for the hours in excess of forty. Overtime will never be paid because of vacation and/or sick leave pay.

Campus Police Officers are paid overtime pay for any time worked over 85.50 hours during the two week pay period.

It is the intent of the College for overtime to occur only in case of emergency or extenuating circumstances. Any time card reflecting overtime must be accompanied by a written explanation from the employee's supervisor that describes the exception.

**Payroll Checks**

Employee earnings and payroll deductions will be shown on the stub of the payroll advice. Employees should review each payroll advice immediately so that any errors may be corrected promptly. Any questions concerning a payroll advice should be directed to a supervisor or the Payroll or Human Resources offices.

All employees are required to be on Direct Deposit. A direct deposit form can be printed
from the JCJC Insider or picked up from the Human Resources or Payroll Offices. All payroll advices are mailed to the employee. You may also view your check via the portal. Go to the self-service tab and then select Payroll and Compensation.

It is illegal for Jones to make a wage advance to any employee.

**Wage Garnishments**

A garnishment is legal permission for creditors to collect part of an employee's pay directly from the College. Garnishments may result from unpaid debts, voluntary or involuntary child support, etc.

Although the institution does not wish to become involved in an employee's private matters, the College is compelled by law to administer orders of the court.

Garnishments are expensive to the College because they require the time and effort of employees who have their regular duties to perform. Therefore, they may result in disciplinary action.

The Payroll office will contact the employee to explain the details of the garnishment and how it affects wages. The possibility of resolving the situation before turning it over to implementation also will be explored. Employees are encouraged to resolve these matters privately to avoid the College's involvement in this mutually unpleasant situation.
SECTION IV 
BENEFITS

Qualifications for Benefits

Full-time employees are eligible for the benefits described in this section. Part-time employees do not qualify for the following benefits unless specifically stated in the benefit descriptions. Temporary employees do not qualify for benefits.

Benefits for former employees who return to work at the College will be determined as if they are a new employee. The employee will be informed in writing of any exceptions that will be made before he/she begins work. Any exceptions made will be noted in the employee's personnel file.

Part-time or temporary employees reclassified to a full-time position will begin to accrue benefits on the date of reclassification.

Holidays

Full-time employees are eligible for holiday pay. Paid holidays may vary from year to year because of changes in the school calendar. In most years the paid holidays will be New Year's Day, Martin Luther King Day, Good Friday, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day. Holiday pay will be based on the employee's scheduled work hours during the period in which the holiday falls.

To receive holiday pay, an employee must receive compensation for his/her normal hours on the last scheduled day before the holiday and the first scheduled day after the holiday. A doctor's excuse will be necessary for the employee using sick leave to meet holiday compensation requirements.

Vacations

Only full-time employees are eligible for vacation. Vacation may be used for any scheduled work day but is always subject to the supervisor's approval.

Employees must complete a “JCJC Leave Request” form in advance to receive vacation pay. Forms are available from the supervisor, Payroll office, or Human Resource office. This form must be approved by the supervisor and the Payroll office. In order for supervisors to plan for employees' vacation time, requests for vacation must be submitted for approval in advance. Jones reserves the right to cancel or reschedule any or all vacations at any time. Pay will be received on a payroll after the vacation dates, but the approved form must be attached to the time card reflecting vacation days. Failure to submit
the approved form with the time card will result in non payment of benefits until the next payroll after receipt of the form.

Employees may accrue 10 vacation days per calendar year. New employees will receive their first vacation accrual after they have completed one full month of employment. Accrued benefit time is posted on the final day of the month and is reflected on the next paycheck after accrual date.

Effective May 9, 1997, vacation pay for employees who are not scheduled to work the same number of hours during the regular term and the summer term will be computed as follows:

\[ \frac{\text{Hours per week during regular term divided by the number of days worked per week during the regular term multiplied by 3}}{4} + \frac{\text{hours per week during summer divided by the number of days worked per week during the summer}}{4} \]

Example:

An employee is scheduled to work seven hours per day on Monday through Friday during the regular school term. The employee is scheduled to work six hours per day on Monday through Friday during the summer.

Vacation hours allowed per day will be computed as follows:

- 35 hours divided by 5 multiplied by 3 equals 21.00 hours
- 30 hours divided by 5 equals 6.00 hours
- 27.00 hours divided by 4 equals 6.75 hrs/day vacation pay

An employee who works any portion of the day cannot use vacation to accrue more hours than he/she is scheduled to work on a given day.

Vacation accrual is based on the accumulation of 10 vacation days per calendar year. Because of the varying work schedules, the amount of vacation benefit accrued monthly is shown below:

<table>
<thead>
<tr>
<th>Scheduled Hours per Day Benefit Hours Accrued Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00 6.67 7.50 6.25 7.25 6.04 7.00 5.83 6.50 5.42 6.25 5.21 6.00 5.00</td>
</tr>
</tbody>
</table>

Employees with a weighted average for benefits will be assigned to one of the benefit schedules shown.

Unused vacation will accrue to an unlimited amount. Theses hours may be certified for retirement purposes. At termination an employee may be paid for a max of 10 days vacation with the remaining days certified to PERS.

**Sick Leave**
Employees unable to work due to illness are required to telephone their supervisor or the Payroll/Personnel office within 15 minutes of their normal scheduled starting time.

Full time employees will receive the appropriate number of hours each month to equal one full working day. (An employee scheduled to work 8 hours per day would receive 8 hours of sick leave per month.)

New employees will accrue sick leave after the completion of the first full month of employment.

Sick leave may be taken for the illness or death of an immediate family member. Immediate family members are as follows: father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren. Using sick leave for persons not listed will be considered on an individual basis. Written requests for consideration should be submitted to the Payroll/Personnel office. No more than three consecutive days off, with pay, will be granted to make arrangements for and/or to attend a funeral. If additional time is needed, the immediate supervisor should be contacted to arrange for additional time off without pay.

**Sick leave is never to be considered as vacation and may only be used for sickness or death of an immediate family member as described above.**

Employees may request sick leave pay by completing a "JCJC Leave Request" form, which is available from the supervisor, Payroll office, or Human Resource office. This form must be approved by the supervisor and submitted to the Payroll office. Timely pay cannot be guaranteed if the “JCJC Request for Leave” form doesn't accompany the appropriate time card; however, sick leave will be paid on the next available payroll.

No less than one full hour of sick leave can be used. An employee who works any portion of the day cannot use sick leave time to accrue more hours than he or she is scheduled to work on a given day. A doctor’s excuse is not required for three consecutive days of sick leave. However, on the fourth day of absence, and for each additional day, a doctor’s certificate stating employee’s inability to work is required. Jones reserves the right to require doctor’s certification for multiple absences of three days or less.

**Family Medical Leave**

Any employee who anticipates being absent or is absent for more than three days due to their own health condition or the condition of an immediate family member must contact the Human Resource office for a determination of eligibility for Family Medical Leave. This federal legislation offers benefit and protection to employees in certain situations. If eligible, an employee is required to use sick and/or vacation leave concurrent with Family Medical Leave. Paid leave must begin on the first day of Family Medical Leave and be used consecutively until exhausted. No additional sick or vacation days will accrue during
the FMLA period whether it is paid or unpaid.

Family Medical Leave used in conjunction with a Workmen’s Compensation claim allows the employee to elect to use benefit (sick or vacation) time. See Workmen’s Compensation in this section. Family Medical Leave is fully outlined in the Legal Issues portion of this handbook.

Public Employees Retirement System (PERS)

All employees of the State of Mississippi, including our institution, are required to participate in the Public Employees Retirement System if they meet certain criteria. All full-time employees are required to be members. Some, but not all, part-time employees are required to join PERS. Part-time employees will be informed if they will be a member once their work schedule is defined. Temporary employees are not eligible for retirement benefits. Employees who are already retirees of PERS are required to complete specific documentation furnished by the Human Resources office.

Employees who are required to be a member of PERS must make contributions to the system. These contributions come in the form of a designated percentage of wages deducted from each payroll check. The College also makes a contribution on behalf of each member employee. The contribution rates for both the employee and the institution are set by law.

Information concerning the Public Employees Retirement System can be obtained in the Human Resources office.

Public School Employees’ Health and Life Insurance Plan (PSEHIP)

The College participates in a group medical and life insurance plan that is administered by the State of Mississippi, Department of Finance and Administration (DFA), Office of Insurance. The State is paying a majority of the employees’ health premium depending on his/her hire date and the state pays one half of the premiums for life insurance for employees meeting Department of Finance and Administration eligibility requirements. Questions relating to eligibility should be directed to the Human Resources office. An eligible employee may elect dependent coverage at his/her expense.

Health and life insurance coverage’s are not automatic. The full-time employee must complete proper application forms in the Human Resources office. Insurance coverage is effective the first day of employment upon completion of the application.

Health Reimbursement Account- HRA

The college provides all full-time employees with a preloaded card to be used for medical expenses. The card may be used for medical, dental, prescription, and vision. You must be a full time employee prior to January 1st to receive the card. If you are employed January 1st or later, you will receive the card the following year.
Other Insurance and Tax Sheltered Annuities

Other insurance plans and tax shelters are available to full-time staff, with all premiums and payments being paid by the employee. Other insurance includes dread disease, salary protection, life, etc. The Human Resources office can provide the names of agents and their companies for whom we make payroll deductions.

Cafeteria Plan

Jones County Junior College offers cafeteria plan saving to all employees who are enrolled in qualified plans and elect this option. A cafeteria plan allows an employee to pay certain insurance premiums with pre-tax dollars thus reflecting a savings to the employee in the amount of Federal, State and Social Security taxes withheld.

Open enrollment will be held in October of each year with an effective date of January for any changes, additions, or deletions.

Leaves of Absence

A leave of absence is an extended period of time absent from work without loss of employment. Even though there is no official policy regarding leaves, the College realizes that an employee may need time off for various reasons. These could include jury duty, court witness, military duty, disability, etc.

Employees who need to be away from work should make a written request to his/her supervisor and the Payroll/Personnel office. The request should include the reason for and the length of the leave of absence which will be considered on an individual basis.

The laws of the State of Mississippi provide for military leaves for employees who are members of the Armed Forces Reserve or the National Guard. This leave does not count against the employee’s earned vacation, and the employee will receive compensation for his/her regularly scheduled hours. However, if an employee's duty time exceeds that permitted by the Mississippi Code, he/she will not be paid unless he/she elects to use vacation time. The employee also may be required to pay the cost of any medical insurance that is normally paid by the institution.

Workers’ Compensation

All employees, including student workers, are covered by Workers’ Compensation. All injuries incurred on the job must be reported to the immediate supervisor and Human Resources Manager within 24 hours of the injury so that appropriate documentation of the injury can be made. Except in emergency situations notification should be made before seeking medical treatment off campus.

Payment for medical treatment and lost wages may be claimed. Employees, who qualify, may use Family Medical Leave in conjunction with a WC claim. Employee will be granted
all provisions of FMLA; however, the employee may elect to use sick or vacation leave while on WC. Use of such benefit does not impact Workmen's Compensation paid for lost wages. No additional sick or vacation days accrue during a period of FMLA.

**Staff Development**

The College periodically offers seminars on subjects relating to work and personal development. Announcements are made concerning the seminars, and all employees are expected to attend.

THE PAYROLL/HUMAN RESOURCES OFFICE AND THE BUSINESS OFFICE WANT TO ASSIST YOU IN ANY WAY POSSIBLE. ALTHOUGH WE CAN PROVIDE INFORMATION REGARDING INSURANCE COVERAGE, TAX STATUS, OR YOUR SERVICE RETIREMENT, NONE OF OUR STAFF IS QUALIFIED TO HELP YOU MAKE DECISIONS IN THESE AREAS.
SECTION V

COLLEGE RULES AND REGULATIONS

Overview

Every organization has certain guidelines that were developed to reflect good business practices. In establishing rules of conduct, Jones has no intention of restricting the personal rights of any individual. Rather, the College wishes to define the guidelines that protect the rights of employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be as follows:

• On time and physically and mentally prepared to perform assigned duties when scheduled to be at work;
• Careful and conscientious in performance of duties;
• Thoughtful and considerate of other people; and
• Courteous and helpful when dealing with students, other employees, and visitors.

Absenteeism and Tardiness

The College expects employees to be at work on time and to work his/her full schedule. An employee who will be absent from work for any reason must inform his/her supervisor. A completed approved leave form must accompany a time card that reflects an unpaid absence. Repeated absenteeism and/or tardiness may lead to disciplinary action up to and including termination.

An employee who is absent for three consecutive work days without notifying his/her supervisor is considered to have abandoned his/her job. Without substantial justification, such absences will result in permanent loss of employment. Any employee who is unable to reach his/her supervisor may call the Human Resources office or the Business Manager.

Class Attendance

While the College encourages employees to further their education, classes should not be scheduled during work hours.

If a class needed to complete a course of study has not been offered during non-working hours in the past school year, both the employee and his/her supervisor must petition the Business Manager in writing for permission to attend class without pay. Permission is also required for classes attended during employee’s regular lunch period. No more than one class during work hours will be approved during any colander year (January - December).
Employee must complete 12 months of employment to be considered for attendance at a day class. If approved the employee will be given a new written work schedule for the duration of the class. The new schedule will include a meal period. This policy pertains to employees whose job description is such that the College can release them from their work schedule to attend class.

Attending class while being paid by the College will be considered grounds for termination.

**College Clinic/Medical Treatment**

The College clinic is in the Home and Health Services Center. The nurse practitioner is normally on duty when day classes are in session.

Employees may need medical treatment while at work because of illness or accident. If necessary, the College will make every reasonable effort to get an employee to a medical facility; however, the institution cannot pay the cost of employees’ medical expenses.

**Copyright Law**

All employees are expected to adhere to the Copyright Law which is found in the Legal Issues section of this handbook.

**Driver’s License**

Employees who drive vehicles owned by the College must have a valid license. It is the employee’s responsibility to keep the license valid. Under no circumstance is anyone to operate a vehicle for which he/she does not have a proper license. Upon request, an employee or a prospective employee must present a valid license to the Payroll/Personnel office and/or his/her supervisor.

The college requires that some employees hold a commercial driver’s license (CDL). The College can reimburse an employee for the cost of an original CDL; however, it is illegal for the college to cover the cost of renewal.

**Food and Drink**

Except on special occasions, employees are to refrain from consuming food and drink in a work area. Lunch must never be consumed in a work area. Employees are urged to use good judgment in this matter and to create a professional atmosphere in their working areas.

**Food Service**

Staff may make use of the cafeteria. Meal times are published each semester. Employees presenting valid ID cards may dine in the cafeteria for the published faculty/staff rate. Those who do not wish to present a valid ID will be charged the published visitor rate.

**ID Cards**
All hourly employees will be issued an employee ID number and JCJC identification card. The employee number will be used on all employee records: time cards, paychecks, etc. Please make note of your number.

The ID card must be presented to enjoy cafeteria and library privileges, and it admits the employee, spouse, and children to regularly scheduled athletic contests and many other College functions. However, some events may require the purchase of tickets.

**Library/Media**

Hourly employees may take advantage of the opportunities afforded in the library and media center. A valid ID card must be presented to check out books or other materials.

Employees are expected to abide by library regulations. Employees may be charged for any books or materials not returned to the library.

**Parking Permits and Driving Privileges**

Parking tags must be properly displayed on all vehicles. Tags for staff members are available at no charge in Student Services. Drivers shall exert caution so that students, faculty, staff, and visitors are not subjected to unnecessary hazards. Employees who disregard safety precautions and violate traffic and parking regulations may be ticketed and fined.

**Personnel Files**

The College needs to maintain an up-to-date personnel file on all employees. It is important to keep your records accurate because this information is used for the administration of your fringe benefits, continued insurance notices under COBRA, notification in case of emergency, etc. JCJC respects employees' right to have the information on records treated confidentially.

Employees should contact the Payroll/Personnel office if they have changes in any of the following:

Home address Telephone number Emergency contact Marital status Number of dependents Military status and/or Medical alert

Employees may review their personnel files by contacting the Human Resources office.

**Profanity/Gambling**

Use of profanity or other abusive language will be grounds for disciplinary action up to and including termination. Gambling is also prohibited.

**Release of Information**

While Jones is a public institution, much of the information relating to students is confidential and is protected by the Family Education Right and Privacy Act of 1974.
Employees having access to this and any other confidential information are expected to protect it, and any employee who divulges confidential information may be terminated.

The College has a policy for providing information to the public. Any outside party requesting information from an hourly employee should be referred to a supervisor.

**Safety**

Safety is everyone's business. Employees should pay particular caution to stairs, open drawers, shelves, storerooms, wet floors, cluttered floors, etc. They should know the location of the nearest fire extinguisher and the nearest exit. Any accident should be reported to a supervisor.

Employees who use chemicals must be familiar with both their proper use and procedures to follow if accidentally exposed to a chemical. Employees who are required to operate equipment must understand its proper operation before using the equipment. Anyone who has questions should contact his/her supervisor before using chemicals or operating equipment.

The College expects its employees to conduct themselves in a safe manner. Employees should use good judgment and common sense in matters of safety, observe safety rules posted in various areas and follow all governmental regulations.

**Stationery, Postage, and Office Supplies**

Stationery, postage, and office supplies are to be used only for official business of the College. Unauthorized use will be considered theft and may result in disciplinary action.

**Work Stations**

Each employee’s work station represents his/her personal workspace. Although hourly staff may have access to work areas other than their own, employees must respect the other person’s area.

**Telephone Use**

An employee's break and meal periods are to be used to make personal phone calls. Personal use of business telephones should be limited to emergencies and unusual circumstances. Any necessary personal calls must be very brief. These calls should be made from the employee’s own office or work area or from a public phone.

Personal long distance calls should be billed to a personal credit card or home phone. These calls must never be billed to the College. An employee who charges a personal long distance calls to the school will be billed for the cost of the call including applicable tax.

**Uniforms**

Certain employees may be issued uniforms and/or related items. It is their responsibility to wear the uniforms in the proper manner and to keep them clean and in a state of good
repair and appearance. Uniforms and other issued items must be returned upon termination of employment.

**Weapons**

Employees (faculty, staff, and administration) and visitors are prohibited from possessing firearms, explosives, or weapons (hereafter referred to as “weapons”), whether in an open or concealed manner, on the premises of the college or at college sponsored events.

No persons, other than campus police and law enforcement officers, are permitted to bring any type of weapon or firearm to campus. See Mississippi Code 97-37-17(4). This includes the presence of these items in vehicles parked on the campus.