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Introduction

Gateway Community College (GCC) provides the residents and businesses of the Greater New Haven area with innovative educational programs and social and cultural opportunities at its locations in New Haven and North Haven. On July 1, 1992, the New Haven location at Long Wharf, formerly known as South Central Community College, combined resources with Greater New Haven State Technical College in North Haven. This merged institution is now one of twelve community colleges in Connecticut.

In the academic year 2003-2004, the College served the educational needs of approximately 8,300 full- and part-time students at both campuses through more than eighty academic programs or program options that lead to a certificate or to an associate degree in the arts, sciences, or applied sciences. Nearly 4,000 more students enrolled in non-credit courses and Business and Industry Services programs. During the last academic year, nearly 63 percent of students were enrolled in one of the College’s degree or certificate programs or program options. Courses at both locations are offered at convenient times for both full- and part-time study during the day, evening, and Saturday mornings. The faculty is one of the finest in Connecticut. The College’s 268 full- and part-time faculty members and 269 staff are committed to continuing the proud tradition of the institution. The College looks forward to serving the residents and businesses of South Central Connecticut.

At the Long Wharf Campus, the focus is on associate degrees and certificates in academic and career programs. The North Haven location offers associate degrees and certificates in health care fields, engineering technology, technical study programs, and more. All degree programs are transferable to four-year colleges and universities. Curricula have been designed with local employment needs in mind.

The community also benefits from Gateway’s numerous non-credit offerings. Developmental courses in English, mathematics and science, and English as a Second Language are offered in response to the educational, economic, and socio-cultural needs of the region. The Business and Industry Services office provides workforce development, business development, and technology transfer programs.
INTRODUCTION

College Mission

Mission
The College community adopted the following mission statement in February 1997:

Gateway Community College offers high-quality instruction and comprehensive services in an environment conducive to learning. We respond to the changing academic, occupational, technological, and cultural needs of a diverse population.

To realize this mission, Gateway Community College:

- Offers a broad range of credit and credit-free liberal arts and sciences, technical, and career associate degree and certificate programs and courses leading to transfer, employment, and lifelong learning;
- Encourages student success and inclusion through stimulating learning opportunities, innovative teaching, support services, and co-curricular activities;
- Supports economic development through partnerships with business, industry, government, and our community by providing workforce development, business development, and technology transfer;
- Strengthens our community through the sponsorship of intellectual, cultural, social, and recreational events and activities; and
- Engages students and community members as active, responsible leaders.

GCC Foundation, Inc.
The Gateway Community College Foundation is a non-profit organization whose sole purpose is to support Gateway Community College and its mission. The Board consists of volunteers from the Greater New Haven area business, education, social service, and arts communities. Ex-officio members include the GCC president, faculty, alumni, and student representatives.

Foundation funds go toward student scholarships, equipment and materials, and, by funding training and development opportunities, enable faculty and staff to teach the latest technologies using modern and effective methods for teaching adults.

Standing Committees include: Development and Planning, Finance, Nominating, and Scholarship. Opportunities exist for interested volunteers to serve on committees and on the Board of Directors.

There are many ways for individuals and companies to contribute to the Foundation and to the mission of the College. These include volunteer help, cash contributions, endowments, named scholarships, and bequests. For additional information, please contact the Director of Institutional Advancement at ext. 2296.
ADA Grievance Procedure for the General Public

(Excerpted from the Board of Trustees' Policy, 2.1.6.1; adopted December 21, 1992)

A grievance is an allegation that an agent of the College has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C. 12101 et. seq. (ADA). The following procedure shall apply only to members of the public.*

**How to file a grievance.** A grievance must be submitted in writing to the ADA coordinator or such other college official as the President may designate within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall describe the discriminatory action and state briefly the underlying facts.

**Procedure for grievance resolution.** The ADA coordinator shall investigate the grievance in consultation with the College’s affirmative action person and, within thirty (30) days from the time the grievance was submitted, recommend to the President a disposition of the grievance. The President may accept or reject the recommendation or direct such further investigation as he or she deems appropriate. The President shall notify the grievant of the final disposition of the grievance within fifteen (15) days of receiving the recommendation.

Any comments, questions or concerns should be directed to the Learning Disabilities Specialist, Toni Page (203-285-2231) in Room 152.

* **Note:** Members of the public include all those who are not employees or students of the Connecticut Community System. Employees shall use the affirmative action grievance procedure and students shall use the student grievance procedure.
Affirmative Action Grievance Procedure

(Excerpted from the Board of Trustees’ Policy 2.1.3; Technical Amendment May 1, 2002)
(In compliance with Public Acts 98-180 and 01-28)

Purpose. The purpose of the affirmative action grievance procedure is to provide an informal structure for expeditious resolution of allegations of unlawful discrimination while assuring that legal options for filing complaints with enforcement agencies are not foreclosed. Employees who utilize the grievance procedure will not be subject to retaliation.

Who may use this procedure? The Board of Trustees encourages employees to use this internal grievance procedure when an employee believes that he or she has been subjected to discrimination in violation of the Board’s equal opportunity policy statement.

Equal Opportunity Policy Statement. The community college system of the state of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations.

Further, the system will not discriminate against any individual on the grounds of political beliefs or veteran status.

How to file an informal grievance. A complaint must be made in writing to the College’s affirmative action person within fifteen (15) calendar days of the alleged discrimination. Where the action complained of relates to an opportunity for appointment to a position for which a single vacancy exists, the complaint is to be filed with the Chancellor as soon as possible.

A written complaint consists of a statement of the facts which relate to the alleged discrimination, the date of the alleged discrimination, the basis of the grievant’s complaint (e.g., sex, race, disability), and the remedy requested.

Recourse to other procedures. Utilization of this grievance procedure does not preclude the grievant from filing complaints under applicable collective bargaining agreements and state or federal law. Employees may file discrimination complaints with state and/or federal agencies.

Complaints may be filed with the Connecticut Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal, or local, that enforce laws concerning discrimination in employment. The Connecticut Commission on Human Rights and Opportunities can provide assistance in filing complaints and determining the legal options which may be available. In general, complaints must be filed within 180 days of the alleged discrimination. An exception exists for complaints which allege unlawful reliance on criminal records; Connecticut law requires that the complaint be filed within thirty (30) days.

Noncompliance with affirmative action program. If an employee believes that there has been a failure to comply with the Board’s affirmative action program, a written complaint may be submitted to
the President. If the response of the President is unsatisfactory or if the alleged violation is attributed
to the President, a written complaint may be filed with the Chancellor. If the response of the
Chancellor is unsatisfactory or if the alleged violation is attributed to the Chancellor, a complaint may
be filed with the Chairperson of the Board of Trustees. Review hereunder is separate from the
grievance steps below.

**Notice.** The College President or designee is responsible for providing a notice to all employees
indicating that an affirmative action grievance procedure is available. This notice shall provide a
guarantee of nonretaliation for the exercise of rights granted pursuant to the affirmative action grievance
procedure and state the name and work location of the college affirmative action person.

It will further provide advisement to employees of the legal options to file complaints with the
Connecticut Commission on Human Rights and Opportunities; the United States Equal Opportunity
Commission; the United States Department of Labor, Wage and Hour Division; and any other
agencies, state, federal, or local that enforce laws concerning discrimination in employment.

**Training.** A plan for periodic training in counseling and grievance investigations will be developed and
implemented by the Affirmative Action Officer at the System Office in cooperation with the Equal
Opportunity Council and such other individuals and agencies as the Chancellor may designate.
Periodic training will be made available to all appropriately designated personnel responsible to
administer affirmative action grievances.

**Affirmative action plan reports.** In accordance with Section 46a-68-46(c), a summary of matters
alleged in grievances, the results of the grievance, and the time required to process it, will be provided
to the Commission on Human Rights and Opportunities. Where an informal complaint results in a
formal complaint with an enforcement agency, such complaint and its status shall also be reported to
the commission.

All records of grievances shall be reviewed on a regular basis by the Affirmative Action Officer to detect
any patterns in the nature of the grievances. All records relevant to employee grievances filed under
this section shall be maintained by the College.

**Grievance procedure steps.**
1. The grievant must file a written complaint, as provided above. Although not mandatory, grievants
   are encouraged to seek informal resolution of complaints filed with the college affirmative action
   person. The affirmative action person or other designated representative is available to the grievant
   for counseling. Such counseling shall be confidential, consistent with applicable law.

2. Upon receipt of the complaint, the affirmative action person should meet with the grievant. The
   purpose of this meeting is to clarify the complaint and to elicit relevant information and documents
   from the grievant.

3. The affirmative action person or other designated representative of the President will investigate all
grievances. Following completion of his or her investigation, the affirmative action person shall
make a report to the President. The report shall summarize the claim and the factual basis
asserted by the grievant, the facts which the investigation has revealed, and whether the affirmative
action person recommends (a) informal resolution or (b) further review by the President. The
affirmative action person is not expected to determine the merits of the complaint or to make
conclusions with respect to facts in dispute. Where the conduct complained of relates to the
President, a copy of the report shall be submitted to the Chancellor. After consultation with the
President, the affirmative action person may be authorized to attempt to mediate the dispute. The
purpose of this mediation is to effect prompt resolution of informal grievances.
4. The disposition of the complaint at the college level shall be determined by the President and communicated in writing to the grievant. Steps (2) through (4) should be completed within fifteen (15) working days, except where informal resolution is implemented. In this case, the President may extend this period for up to an additional fifteen (15) working days. If the process is not completed within thirty (30) working days, the grievant may move the grievance to the level of the Chancellor, as provided in paragraph (5).

5. Within fifteen (15) calendar days of receipt, the grievant may appeal the President’s response by submitting a written statement of appeal to the Chancellor.

6. The appeal shall be reviewed by a designee of the Chancellor and two campus affirmative action persons. In the case of appeals made directly to the Chancellor (claims regarding single vacancies), he or she shall make or authorize such investigation as is appropriate to the time frame. The responses of the Chancellor shall be made in writing to the grievant within thirty (30) working days of the date the grievance is received at his or her level or within seventy-five (75) days of the initiation of the process specified in paragraph (2), whichever is later.

AIDS & Other Communicable Diseases Policy

(Excerpted from the Board of Trustees’ Policy 2.10; Adopted February 21, 1989)

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.

2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.

3. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college’s AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.

4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or
danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.

5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

6. All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.

7. Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.

8. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

9. This policy shall be published in all college catalogs and student handbooks and shall be made available to all employees.

Note: All community college employees are further subject to the June 3, 1988, "AIDS Policy for State Personnel" and the January 1987, "AIDS Guidelines for State Personnel."

Children on Campus

Gateway Community College supports students, faculty and staff in their personal as well as professional responsibilities while maintaining a campus atmosphere conducive to learning. The college should not be used as an alternative to child care facilities. However, we acknowledge that in certain situations adults may be obliged to bring minors (any persons under the age of twelve) to campus. In order to assure the safety and security of these children, the following regulations are in force:

Children must be attended at all times by a responsible adult. Line of sight supervision is essential.

Under Connecticut General Statute Sec. 53-21a (a) “Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such a child unsupervised in a place of public accommodation...shall be guilty of a class A misdemeanor.”

(c) “Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation...between the hours of eight o’clock p.m. and six o’clock a.m. ...shall be guilty of a class C felony.”
Gateway Community College is a place of public accommodation.

Children accompanied by an adult are allowed in public areas of the college such as offices, libraries, cafeterias, auditoriums and hallways with the permission of staff members in charge of those areas. Children are allowed in classrooms only at the discretion of the individual faculty member. Faculty and staff reserve the right to establish rules of conduct for children. Accompanying adults are responsible for any act of vandalism committed by children.

If an unattended child leaves the college premises, the administration, faculty and staff will not be held responsible. The College reserves the right to call police if an accompanying adult cannot be located.

For safety reasons, children are not permitted in any of the following areas:

- Open computer labs
- The Early Learning Center playground (unless they are enrolled in the Center and accompanied by Early Learning Center Staff.)

Unsupervised children will be reported to Security personnel on both campuses. The Dean of Administration and Evening Administrator on the Long Wharf campus and the Dean in charge and Evening Administrator on the North Haven campus will also be informed.

**Code of Ethics for Community Colleges**

*Revised July 1995*

The provisions of this document shall apply to all employees of the Community Colleges of Connecticut. All current and future employees shall be supplied with a copy of this document, and it shall be the responsibility of each employee to be familiar with these provisions and to comply with them. It is strongly suggested that employees avoid those situations which are ethically questionable or which may give the appearance of so being. When in doubt or unsure about the applicability of these provisions, an employee should contact, in the case of the System Office, the Chancellor or, in the case of a college, the College President or their respective designees, to review areas of concern or question.

The Community Colleges will notify vendors and contractors doing business with the agency of these provisions through the agency Business Officers. Copies of this policy will be provided upon request.

**Community Colleges of Connecticut Ethical Conduct Policy**

Ethical conduct is of critical importance in our relationships with the public, students, other agencies and private contractors. Those of us who represent the state have positions of trust and responsibility that require us to observe the highest ethical standards. Standards that may be acceptable in the private business world are not necessarily acceptable for community colleges employees.

This policy on ethics is intended to supplement and not to replace the obligations of the code of ethics for state employees and the provisions of the Connecticut General Statutes concerning the procurement of goods and services.

The following provisions are applicable to all employees of the community colleges:

1. No employee of the community colleges shall, either individually or as a member of a group directly or indirectly, accept or solicit any gift or gratuity from any person or organization which has currently, has had previously, or is expected to have a business relationship with the community college system. Gift or gratuity refers to any object or payment which is not
offered to the public at large, including but not limited to luncheon and/or dinner payments, golfing fees and/or fees for other social or athletic events, and bottles of liquor. Gift or gratuity does not include objects of little or no value (such as pencils, ballpoint pens, and similar items used as advertisement giveaways) which are offered to the public at large. Employees should avoid those situations which may result in a conflict of interest or which may give the appearance of a conflict of interest. When in doubt, employees should consult the Chancellor or College President or their respective designees.

2. Visits to vendor sites, both in-state and out-of-state, for educational purposes or specific technical training as part of contract procurement are permissible. Such visits must receive prior travel authorization even though there is no cost to the state. All other visits to vendor facilities by employees must be at the state's expense unless specifically approved by the President or Chancellor.

3. No employee of the community colleges shall use or distribute state information or use state equipment or materials for other than state business.

4. No employee shall allow personal business or obligations to take precedence over responsibility to the community colleges. Unless otherwise specified, employees are not prohibited from holding professional licenses and using them outside of state employment, so long as there is no actual or apparent conflict of interest. Employees should seek clarification from their immediate supervisors or the college employee relations office when necessary.

5. No employee shall solicit or canvas within the College or the System Office for the sale of any goods, services, or other personal business without the written approval of his or her supervisor. Such soliciting or canvassing, even with permission, shall not involve soliciting from subordinates, nor shall it be done on state time. No employee may post or distribute advertising material for such purpose without the express permission of his or her supervisor. No employee may use his or her business address, telephone number, title or status in any way to promote, advertise, or solicit personal business.

Sections #3 and #4 are not intended to preclude an employee from responding to a clear emergency. Such situations should be the exception rather than the norm, and supervisors should use reasonable discretion in enforcing these provisions under such circumstances. Moreover, it is understood that incidental use of the telephone for family and social purposes is permissible so long as there is no cost to the state.

6. No employee or relative of an employee may enter into a contract with the state valued at $100.00 or more unless the contract has been awarded through a competitive bid process.

7. No employee may accept a fee or honorarium for an article, appearance, speech, or participation at an event in his or her official capacity; however, the employee may accept payment or reimbursement for necessary expenses. This payment or reimbursement must be reported to the State Ethics Commission only if it includes lodging and/or out-of-state travel. Necessary expenses are limited to lodging for the nights before, of, and after the appearance,
speech, or event; meals; and any related conference or seminar registration fees.

The paramount consideration is whether the activity in question is performed in an employee's official capacity. As a general rule, if a state employee is asked to participate in an event, speak, appear, or write an article and the employee's official position or authority was a significant factor in the decision to extend the invitation, then it will be deemed to be in his or her official capacity. If, however, the employee has developed an expertise in a particular field and is asked to participate in an event, speak, appear, or write an article as a result of his or her knowledge and expertise, then the employee is not prohibited from accepting a fee or honorarium. Note that these situations are very fact specific, and employees are encouraged to contact the State Ethics Commission, as necessary, for guidance.

8. While relatives of current employees are not prohibited from seeking or accepting employment with the community colleges, no employee shall use his or her position or influence to gain employment for a relative. Further, except in conformity with the requirements of the State Ethics Commission, no relative of an employee of the community colleges shall be eligible for appointment, employment, or promotion to a position over which that individual exercises jurisdiction, and no employee is permitted to supervise, either directly or indirectly within the line of supervision, a relative working in a state position. For the purposes of these provisions, the term “relative” shall mean one of the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, grandparent, grandchild, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Employees should be aware that their signing of certain documents may result in their being in violation of the State Code of Ethics if such actions result in a financial benefit to a relative as defined above. Examples include all personnel forms (including performance appraisals), vouchers, and other similar documents. When in doubt, employees should consult the college employee relations office for interpretation and appropriate direction.

No employee shall show, either through word or action, any preferential attitude or treatment to any person, group, fellow employee, or other entity in the performance of his or her official duties.

9. No employee of the community colleges shall use his or her official authority, directly or indirectly to coerce, command, or require another state employee to improperly obtain an appointment for any individual to a position within the state service or to act in violation of the state personnel rules and regulations or the community college personnel policies with respect to appointment and promotion.

10. An employee seeking or holding office as outlined in Section 5-266a of the Connecticut General Statutes [which refers to political activities of employees of the state classified service or the judicial department who seek, campaign for, or hold state or municipal elective office] must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the System Office.

11. No employee of the community colleges will engage in partisan political activities while on state time. Additionally, no employee will use state materials or equipment for the purpose of influencing a political election of any sort.

12. Some employees may be covered by the provisions of the federal Hatch Act. In general, the law covers employees whose principal employment is in connection with an activity that is financed in whole or in part by loans or grants made by the United States or a federal agency.
An employee subject to the Hatch Act continues to be covered while on vacation leave, sick leave, leave without pay, and personal leave. An employee who devotes a small amount of time to federally financed activity is covered where it is a normal and foreseeable federally financed program.

An employee who is subject to the provisions of the Hatch Act may:

- express his or her opinions on political subjects and candidates,
- take an active part in political management and political campaigns, and
- be a candidate for office in a political party.

An employee who is subject to the provisions of the Hatch Act may not:

- use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office,
- directly or indirectly coerce, attempt to coerce, command, or advise a state or local official or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, or
- be a candidate for public elective office in a partisan election.

It is important to point out that it is only candidacy for office that is prohibited, not holding office. Thus, if an employee holds elective office when appointed to a covered position, the employee may continue to serve but may not be a candidate for reelection in a partisan election. Likewise, an employee may accept an appointment to fill a vacancy in an elective office while concurrently serving in a covered position. As specified in provision (a), an employee holding or accepting office as provided above must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the System Office.

13. No employee may release confidential information without authorization. Information may be deemed confidential pursuant to state and federal statutes and/or community colleges policy. Employees who are unsure as to whether certain information is confidential should seek advice from their supervisors prior to releasing such information.

Code of Ethics – Sale of Faculty-Authored Textbooks

Excerpted from Legal Issues Memorandum #2003-1, dated 2/25/03

Brief Summary: The Code of Ethics for Public Officials applies to all State employees and prohibits the use by an employee of his State position for personal financial gain. Therefore, if students are required by a faculty member to purchase textbooks authored by the faculty member, the faculty member may not profit from the sale of his or her authored works to his or her students without violating the Code of Ethics.

Discussion: Faculty members who have created written materials, including textbooks, laboratory manuals, study materials, etc. that their students are required to purchase, may not retain royalties generated by such sales unless the materials have been selected by persons other than the faculty.
member who is the author of such materials who are not subordinate to the faculty member or likely to be subordinates in the future.

Historically, in the community college system, the prohibition against profiting from the sale of one’s work has been satisfied if the profits attributed to the sale of the faculty member’s materials to his or her students are not retained for the benefit of the faculty member, his or her spouse, child … or a business with which he is associated, i.e., the statute is not violated if royalties are donated to a nonprofit entity such as the College Foundation or a charity.

If a faculty member accepts royalties and he/she is found to have violated the Code of the Ethics, the Ethics Commission may issue a cease and desist order and assess a fine against the faculty member. The Ethics Commission may also refer a matter involving intentional violation to the Chief State’s Attorney for criminal prosecution. An intentional violation of the Code is a misdemeanor punishable by a fine of up to $2000, a jail term of up to one year, or both. In addition, disciplinary action may be taken against an employee who violates the Board’s Ethical Conduct Policy.

The prohibition applies to full-time and part-time lecturer members, as well as to any other member of the staff who has created textbooks or other materials that are required for his or her students.

Code of Ethics – State Contracts and Leases

(Excerpted from Legal Issues Memorandum #2004-4, dated 6/28/04)

Brief Summary

Discussion
In the interest of ensuring the ethical propriety of state contracting procedures, the Legislature passed a law requiring that affidavits stating whether gifts were given to certain public officials or state employees be submitted in connection with large state contracts. A “large state contract” is defined as an agreement between a state agency and a person, firm or corporation, having a total cost to such state agency of more than $500,000 in a calendar of fiscal year, for (a) a project for the construction, alteration or repair of any public building or public work, (b) services, including but not limited to consulting and professional services, (c) procurement of supplies, materials or equipment, (d) a lease or (e) a licensing arrangement.

An affidavit is required of each contractor who submits a bid on a large state contract; a second affidavit is required of the contractor to whom the project is awarded. State employees are no longer required to execute gift affidavits.

Specifically, Public Act 04-245 requires that affidavits be submitted by persons, firms or corporations submitting bids or proposals for large state contracts, attesting to whether such person, firm or corporation, during the two-year period preceding the submission of the bid or proposal, provided a gift to any public official or state employee, and that the person, firm or corporation knows of no action on
the part of any person to circumvent the requirements of the statute by providing a gift to a public official or state employee.

An affidavit is also required from the person, firm or corporation ultimately awarded the contract attesting to whether gifts were provided to any public official or state employee by such person, firm or corporation between the date of the affidavit accompanying the bid or proposal and the date of execution of the contract. If a contractor fails to provide the required affidavit, the contract cannot be awarded to that contractor (who is disqualified) but may be awarded to the next lower bidder or highest ranked proposer if he/she complies with the affidavit requirement. Alternatively, the agency can seek new bids or proposals. Effective June 30, 2006, the affidavit requirements for contractors will be replaced by a written certification requirement for the principals of the contractor.

Although state employees are no longer required to execute gift affidavits, the state agency official authorized to execute the contract must complete a certification form, attesting that the selection of the particular person, firm or corporation to perform the large state contract was not the result of collusion, the giving or the promise of a gift, compensation provided, fraud or inappropriate influence from any person.

**NOTE:** New certification requirement for state employees who are agency designees on awards panels for construction contracts.

In its last session, the Legislature also adopted Public Act 04-141 (An Act Revising Prequalification Requirements for State Construction Contracts) concerning contracts for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building for work by the state that is estimated to cost more than $500,000. This law, effective October 1, 2004, will require that each member of a Department of Public Works construction services award panel, including the two state agency designees to such panel, execute a certification that the selection of the most qualified firm was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

**NOTE:** Forms are available in the Office of the Dean of Administration.

**“Gift” Definition – CGS §1-79(e)**

“GIFT” IS DEFINED UNDER Conn. General Statute §1-79(e), excluding subdivision (12) as follows:

(e) “Gift” means anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. “Gift” shall not include:

1. A political contribution otherwise reported as required by law or a donation or payment as described in subdivision (9) or (10) of subsection (b) of section 9-333b;

2. Services provided by persons volunteering their time;

3. A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;

4. A gift received from (A) an individual’s spouse, fiancé or fiancée, (B) the parent, brother or sister of such spouse or such individual, or (C) the child of such individual or the spouse of such child;

5. Goods or services (A) which are provided to the state (i) for use on state property, or (ii) to support an event or the participation by a public official or state employee at an event, and (B) which facilitate state action or functions. As used in this subdivision, “state property” means (i) property owned by the state, or (ii) property leased to an agency in the Executive or Judicial Department of the state;

6. A certificate, plaque or other ceremonial award costing less than one hundred dollars;
(7) A rebate, discount or promotional item available to the general public;
(8) Printed or recorded informational material germane to state action or functions;
(9) Food or beverage or both, costing less than fifty dollars in the aggregate per recipient in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for the food or beverage, or his representative, is in attendance;
(10) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed legislative reception to which all members of the General Assembly are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception;
(11) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed reception to which all members of the General Assembly from a region of the state are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by, and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception. As used in this subdivision, “region of the state” means the established geographic service area of the organization hosting the reception;
(12) A gift, including but not limited to, food or beverage or both, provided by an individual for the celebration of a major life event;
(13) Gifts costing less than one hundred dollars in the aggregate or food or beverage provided at a hospitality suite at a meeting or conference of an interstate legislative association, by a person who is not a registrant or is not doing business with the state of Connecticut;
(14) Admission to a charitable or civic event, including food and beverage provided at such event, but excluding lodging or travel expenses, at which a public official or state employee participates in his official capacity, provided such admission is provided by the primary sponsoring entity;
(15) Anything of value provided by an employer of (A) a public official, (B) a state employee, or (C) a spouse of a public official or state employee, to such official, employee or spouse, provided such benefits are customarily and ordinarily provided to others in similar circumstances; or
(16) Anything having a value of not more than ten dollars, provided the aggregate value of all things provided by a donor to a recipient under this subdivision in any calendar year shall not exceed fifty dollars.

Code of Ethics for Public Officials and State Employees

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Please refer to the Connecticut General Statutes, Chapter 10, Part I. For interpretations of the Code, contact:

The State Ethics Commission
20 Trinity Street, Hartford, CT 06106-1660
Telephone: 860-566-4472, Fax: 860-566-3806

Also, refer to “A Guide to the Code of Ethics for Public Officials and State Employees -- 2003” which is available on the State Ethics Commission website, [www.ethics.state.ct.us](http://www.ethics.state.ct.us).

Community College Resources – Use of

*(Excerpted from the Board of Trustees’ Policy 4.14; Adopted September 15, 1975)*

1) Facilities
   a) The policy statement on use of community college facilities by both college and non-college organizations, as adopted by the Board of Trustees on September 17, 1973, shall continue to be effective.

   b) Scheduling. The use of college facilities for meetings or any other purpose by any organizations, including employee organizations, may be authorized only to the extent such usage does not conflict with the college’s scheduled use of such facilities and to the extent it does not interfere with or impair the college’s normal operations.

2) College Equipment. College equipment, including but not limited to telephones, stationery, postage, and reproduction equipment, may not be used by any organization or individual, including employee organizations and college staff members, for any purpose other than bona fide college business. The use of any such materials for any purpose directly or indirectly related to the activity of a union is expressly prohibited in accordance with labor relations notice no. 75-1 of the commissioner of personnel.
3) Faculty Mailboxes. Mailboxes may be utilized for the distribution of communications from college organizations, including employee organizations, provided that the use of such mailboxes does not interfere with the normal operation of the mail system.

4) Bulletin Boards. Within the president’s or designee’s discretion and based on local conditions, the use of college bulletin boards for the posting of notices by various organizations, including employee organizations, may be authorized, provided that any such material is submitted to the administration prior to being posted.

Computing Resources & Software

Community Colleges’ Policy on Computing Resources

(Excerpted from the Board of Trustees’ Policy, 2.8.1; adopted October 21, 2002)

The Connecticut Community College (CCC) System provides information technology resources (IT resources) to faculty, staff and students for academic and administrative use. IT resources may also be available to members of the college community through college libraries and websites. This policy applies to all users of IT resources.

IT resources include, but are not limited to, computers and peripheral hardware, software, networks, databases, electronic communications and Internet connectivity. CCC IT resources are the property of the Board of Trustees. Use of such resources is a privilege and is subject to such IT policies, standards and procedures as may be promulgated from time to time.

IT resources shall be used solely for legitimate and authorized academic and administrative purposes, and in furtherance of CCC mission and goals. They shall not be used for personal purposes, including monetary gain. Use of IT resources may be monitored by the appropriate CCC authority to ensure proper and efficient usage, as well as to identify problems or to check for security violations.

Any unauthorized or illegitimate use of IT resources may subject the user to disciplinary action, up to and including dismissal or expulsion, as well as loss of computing privileges. Users must comply with
all applicable state and federal laws and may be subject to criminal prosecution for violation thereof under state and federal laws.

The Chancellor is authorized to promulgate necessary and appropriate IT policies, standards and procedures, including but not limited to those affecting acceptable uses of IT resources, electronic communications and network security. Colleges shall ensure that users of IT resources are aware of all IT policies, standards and procedures, as appropriate.

(Adopted October 21, 2002)
[This replaces policy that was adopted on July 22, 1985.]

**Use of System Computer Resources**

Board Policy includes the *Policy of Conduct and Procedures for Use of Community College Computing Resources*, which was adopted on July 22, 1985 and updated on October 21, 2002. Since the adoption of this policy, there has been a tremendous increase in the number of users and frequency of use of computing resources throughout the community system. One area of particular increased use is E-mail.

Pursuant to the policy, computer resources are to be used solely for legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use may subject the user to disciplinary action. You should know that the Chancellor has construed the policy to permit incidental, occasional use of computer resources, including E-mail for personal purposes. However, consistent regular personal use, whether or not for personal financial gain, is not permitted.

Also be aware that it is the user’s responsibility to maintain the security of his or her account from unauthorized access. Thus, sharing of individual passwords is strongly discouraged. Further, you should be aware that all accounts, including E-mail accounts, may be monitored by the System Computing Center or campus computing centers to ensure proper and efficient system usage and to check for security violations. By using a computer account, you are deemed to have given legal consent to such monitoring.

If you are aware of any unauthorized or illegitimate use of computer resources, or have any questions about the policy, contact the Dean of Administration.

**Computer Use Policy of GCC**

The Computer Use Policy governs all computer users at Gateway Community College and outlines the acceptable use of its computer resources. The policy has been formulated in accordance with the state of Connecticut, Department of Information Technology acceptable use policy, Connecticut software management policy and Connecticut General Statute 53, sections 451-453.

Violation of this Computer Use Policy may result in a loss of access privileges as well as college disciplinary and/or legal action.

**Scope**
This policy applies to all users of Gateway Community College’s computing equipment.

**Objectives**
- Establishes user responsibilities,
- Defines acceptable use, and
- Defines inappropriate use of computer resources.
Policies

User Responsibilities
Computer users must be mindful of the impact of their activities on computing resources, network resources, and other users. The holder of either a network or Banner account is responsible for his or her actions and activity within his or her account. If a violation of the computer use policy is suspected, the College reserves the right to examine any of Gateway Community College’s owned or operated computer resources, communication systems, and/or files.

Lab Assistant Responsibilities
- Oversee the College’s open labs and uphold the Computer Use Policy,
- Assist students who are currently enrolled in a Gateway computer science class, and
- Monitor and report to the Information Technology office any activity that appears to be inappropriate.

Acceptable Uses
1. Account use, including Banner account use, by the authorized owner for authorized purposes,
2. Use of computer resources in a manner that respects the right of others,
3. Adhering to quotas for disk space on systems, such as e-mail,
4. Use of the network in a socially appropriate manner,
5. Communication and exchange of information for professional and academic development,
6. Applying for administrative grants or contracts for research and/or instruction,
7. Collaboration with peers at other community colleges in support of work-related activities, and
8. Supporting appropriate institutional communication to the college community.

Unacceptable Uses
1. Use of any computer resources for commercial or for profit purposes.
2. Deliberately damaging or physically misusing equipment.
3. Possession of food or drink in labs or at any library workstation.
4. Downloading or distributing any software from the Internet without the prior consent of the Information Technology department. Examples of such downloads include, but are not limited to, screen savers, wallpapers, games, web cams, shareware/ freeware programs, and PowerPoint slides.
5. Engagement in chat-rooms, instant messaging, or threaded discussions on the Internet, except for legitimate academic purposes.
6. Violating federal or state law, including copyright regulations.
7. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior, including using other identities as your own. This is fraud.
8. Viewing, downloading, or printing sexually graphic or suggestive materials, including inappropriate text files or files dangerous to the integrity of the local and wide area network, Violation of this clause can be considered grounds for disciplinary action for sexual harassment.
9. Installing, deleting, or altering computer software on any computer without proper license and authorization from the Information Technology department.
11. Sharing any passwords and/or accounts.
12. Malicious use of the network to develop programs that harass other users, infiltrate a computer or computing system, and/or damage Gateway Community College’s software.
13. Sending hate mail, harassing, making discriminatory remarks, and/or other antisocial communication.
14. Deliberately monopolizing computer resources to the exclusion of other users. This includes, but is not limited to, broadcasting unsolicited mailing or other messages, creating unnecessary output or printing, and creating unnecessary traffic using such tools as streaming audio, video, and game-playing on the Internet.

15. Altering or manipulating another user’s data/files.

The Information Technology department periodically monitors computers in all areas of the College. Be aware that e-mail messages are considered public record, and are therefore legally discoverable and subject to record retention.

Computer Software Management

(Excerpted from the State of CT Software Management Policy Manual, dated 6/96)

**The Policy**

The State of CT Software Management Policy reminds us that software is protected by copyright law, which gives the owners the exclusive right to reproduce, sell and distribute their copyrighted work. As a state agency, GCC must comply.

When the College purchases/licenses a copy of software, it must be used in accordance with the terms of the software license. The President is responsible for ensuring that this college is abiding by the terms of all software licenses. This is accomplished by alerting everyone to the law and policy and charging all employees and students with the responsibility to comply. The Director of Information Technology will monitor compliance.

The use of state purchased software is restricted to conducting state business. State employees are to use or install (on state-owned hardware only) state authorized software approved by this college or the system. The use of unlicensed software copies, personally-owned software and unauthorized bulletin board or shareware software is strictly forbidden.

The State of Connecticut and this college will enforce internal controls to prevent the making or using of unauthorized software copies, including measures to verify compliance with established standards and appropriate disciplinary actions for violations.

This college is required and will maintain a software inventory. This college is required and will develop and implement a plan to protect its data against infection by computer viruses.

**Responsibility**

The President, or designee, is responsible for overseeing compliance with federal copyright statutes and the Software Management Policy. He/she will maintain control of software and establish procedures that document purchases of all software. The President, or designee, shall maintain records of all software installations and licenses. The College shall adopt the State Code of Ethics. The President shall certify in writing of the College’s compliance with this policy when requested by the Office of Policy and Management. The College must participate in training about this policy. The President, or designee, shall incorporate the state’s Software Management Policy into the annual College Technology Plan.

**Implementation**

Implementation of the State of Connecticut Software Management Policy has been assigned to the Information Technology Department. All software purchases and installations are entered into a database, providing the ability to track installed and purchased software. Departments are to submit a
copy of the purchase order and license documentation to the Information Technology Department to provide documentation of purchases. The Information Technology Department will load software upon receipt of purchase documentation.

For more detail or to review the actual State of Connecticut policy, contact the Director of Information Technology.

Computer Software Code of Ethics

(Excerpted from the Office of the Comptroller, State of CT Property Control Manual, dated September 2001)

Software Code of Ethics - This is the State of Connecticut policy concerning software duplication. Under this code, all employees shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the Copyright Act, which is found in Title 17 of the U.S. Code. Any unauthorized duplication of copyrighted computer software not only violates federal law and is contrary to the State’s standards of conduct, but also is also considered computer crime under Section 53-251(b)(e) of the Connecticut General Statutes. The following principles are to be followed to comply with software license agreements.

1. All software will be used in accordance with their license agreements.
2. Unauthorized copies of any software may not be made or used on state agency computer hardware.
3. Illegal copying of software is not allowed under any circumstance. Making, using, or otherwise acquiring unauthorized software, while employed as a state employee, will subject you to appropriate disciplinary measures.
4. Software licensed to the State of Connecticut, its agencies, departments, commissions or sub-divisions is not to be loaned or given to anyone.
5. Software licensed to the State of Connecticut, its agencies, departments, commissions or sub-divisions is to be used only in the conduct of the state’s business.

Termination of Computer & Network Privileges with GCC

Employees who are leaving employment with GCC (resignation, retirement, dismissal, or transfer to another state agency, etc.) will lose computer and network privileges as of the last day of employment unless they are returning as part-time lecturer or in some other part-time capacity. In addition, users with access to operational data will have their usernames and passwords revoked by the outside agencies. The Information Technology Department will be notified on a timely basis so that computers and accounts can be modified to control access. The President reserves the right to terminate access on an earlier date when circumstances make it necessary.

Copyright Act & Photocopying Policy

Note: A system-wide copyright policy is being developed and will replace this policy when it is completed and
Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the author of “original works of scholarship,” including literary, dramatic, musical, artistic, and certain other intellectual works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- Reproduce the work
- Prepare derivative works
- Distribute copies of the work by sale or other transfer of ownership, rental, lease or lending
- Perform the work publicly
- Display the work publicly
- Perform the work publicly by means of digital audio transmission

It is illegal for anyone to violate any of the rights provided by copyright law.

Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

In case of works for hire, the employer and not employee is considered to be the author. Mere ownership of a book, manuscript, painting, or any other copy does not give the possessor the right of copyright. The following works are protected:

- Literary works
- Musical works
- Dramatic works
- Pantomimes, choreographic works
- Pictorial, graphic and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

Before 1978, federal copyright was generally secured by the act of publication with notice of copyright. Now, copyright is secured automatically when the work is created. If a work is prepared over a period of time, the part of the work that is fixed on a particular date constitutes the created work on that date.

Public Domain

A Public Domain work is a creative work that is not protected by copyright and can be freely copied by anyone.

- Work created 1/1/78 or later: life of the author + 70 years
- Work created before 1923: public domain
- Work created 1923-63: 28 years renewed for 67 years
- Work created 1964-77: life of the author + 70 years

The author’s right of copyright is retained even when the work is out of print.

Fair Use

Copyright law has traditionally been viewed as a balance between the rights of copyright owners to profit from their creativity and the interests of society to learn from and build upon their works. To reach this end, the fair use doctrine was developed through a substantial number of court decisions over the years, and become codified as section 107 of the Copyright Act of 1976. Four factors must be weighed together to determine if the use of a copyrighted work is fair use. These factors are:

1. **Purpose**: Nonprofit educational uses are favored over commercial ones.
2. **Nature:** Nonfiction is favored over fiction.

3. **Amount and Substantiality:** There are no legal rules permitting the use of a specific number of words, musical notes, or percentage of a work. Generally, excerpts are favored over entire works. Be aware that in some cases a small portion could capture the essence of a work and be considered infringement.

4. **Effect:** The effect copying has on the market for the copyrighted work. Ask if the user should have purchased the copyrighted work (e.g., text) and will the copying damage the market for the work.

In 1975 Congress urged interested parties to form committees to develop guidelines for the permissible educational use of copyrighted material. Called CONFU, the Conference on Fair Use, these guidelines set minimum standards and have gained wide acceptance, but they DO NOT have the force of law.

An instructor shall be able to make a copy of:
- A chapter from a book
- An article from a periodical or newspaper
- A short story, short essay or short poem
- A chart, graph, diagram cartoon or picture from a book, periodical or newspaper
- A short excerpt (up to 10%) from a performable unit of music

Make multiple copies of:
- A complete poem if less than 250 words
- An excerpt of no more than 250 words of a longer poem
- A complete article or essay of less than 2,500 words
- One chart, graph, diagram, cartoon or picture per book or per periodical issue
- An excerpt of not more than two pages from a “special work” containing words and pictures, but not to exceed more than 10% of the words in the text
- Up to 10% of performable unit of music

An instructor shall not:
- Copy to create anthologies or collective works to replace or substitute for them
- Copy from works which are intended to be consumable (workbooks, exercises, standardized tests, answer sheets)
- Copy so as to substitute for the purchase of books, publishers’ reprints, periodicals, music or recordings
- Copy or re-use an item from term to term without securing permission

Instructors must seek written permission from the author to use copyrighted materials in instances that may not be construed as fair use. Sample permission letters are available through links on the library website.

**Digital Millennium Copyright Act of 1998**
The Act is designed to implement the treaties signed in December 1996 at the World Intellectual Property Organization (WIPO) Geneva conference, but also contains additional provisions addressing related matters.

**Highlights:**
- Makes it a crime to circumvent anti-piracy measures built into most commercial software.
- Outlaws the manufacture, sale, or distribution of code-cracking devices used to illegally copy software.
• Does permit the cracking of copyright protection devices, however, to conduct encryption research, assess product interoperability, and test computer security systems.
• Provides exemptions from anti-circumvention provisions for nonprofit libraries, archives, and educational institutions under certain circumstances.
• Service providers are expected to remove material from users’ web sites that appears to constitute copyright infringement.
• Limits liability of nonprofit institutions of higher education -- when they serve as online service providers and under certain circumstances -- for copyright infringement by faculty members or graduate students.
• Requires that "web casters" pay licensing fees to record companies.
• Requires that the Librarian of Congress issue a three-year waiver from the anti-circumvention prohibition when there is evidence that the new law adversely affects or may adversely affect "fair use" and other non-infringing uses of any class of work.
• Expressly states that many valuable activities based on the "fair use" doctrine (including reverse engineering, security testing, privacy protection and encryption research) will not constitute illegal "anti-circumvention".
• Makes no change to the "fair use" doctrine or to other information user privileges and rights.

**TEACH Act of 2002**
The Technology, Education and Copyright Harmonization Act of 2002 revises several limitations of the Copyright Act of 1976. It applies only to non-profit educational institutions and requires them to be formally accredited in order to take advantage of exemptions. The act allows educational institutions to create a digitized copy of qualifying displays and performances for the purposes of online transmission. (e.g." distance learning.") This can only be done if the works have been legally obtained and are not already available digitally in a way that can be streamed to students. Works included are:

- Performances of non-dramatic literary works
- Performances of non-dramatic musical works
- Performances of reasonable portions of any other work
- Display of any other work in an amount comparable to that typically displayed in a live classroom setting.

The TEACH Act also requires that educational institutions institute policies regarding copyright, and provide informational materials to faculty, students and relevant staff that accurately describe and promote compliance with copyright law. The Act specifically requires prevention of misuse through technological means, not simply through licenses and notices.

**Sources used in this section:**
American Library Association: The Digital Millennium Copyright Act.
American Library Association: Distance Education and the TEACH Act.
Groton Public Schools: Copyright Implementation Manual.
Housatonic Community College. Copyright Policy and Course Reserves Guidelines
U.S. Copyright Office: Copyright Basics.
University of North Carolina: When US Works Fall Into the Public Domain.
Virginia Western Community College Adjunct Faculty Handbook.
Disturbances on Campus -- Guidelines

(Excerpted from the Board of Trustees’ Policy, 4.5; Adopted November 16, 1970)

In the interest of assisting in the preservation of academic freedom, including the important characteristics of access to sources of knowledge, freedom to reach unpressured conclusions, and respect for freedom of movement, and the performance of responsibilities relating to this, the Board of Trustees of Community Colleges sets forth the following policies to guide faculty, staff, students and administrators in cases of disruptions on campuses of the public community colleges in Connecticut.

1) College staff, faculty and students shall be free to exercise their rights as professional staff, students and citizens of the United States or as foreign nationals protected by the laws of the United States respecting those professional and humane courtesies which contribute to the success of the academic community.

2) The president, staff, faculty and students should work to maintain study and research of ideas and facts of humanity and the universe, lawful free assembly, access to sources of knowledge, and the freedom of staff to perform teaching and administrative functions.

3) The Board of Trustees believes that activities as listed below and those akin to them might result in the need to take disciplinary action to maintain the right and opportunities for all segments of the campus community to learn and to teach and to administer:

   a) occupying and preventing authorized use of facilities;
   b) damaging, removing, or destroying college property;
   c) preventing instruction, research, or other authorized activity by disorderly conduct and/or interfering with access to facilities;
   d) physically detaining or removing any person engaged in lawful and/or normal college functions;
   e) failing to comply with directives from college officials or law enforcement personnel issued in the performance of their duties.

Drug-Free Workplace


The State of Connecticut is committed to winning the battle against substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse, and in accordance with new federal legislation, the Drug-Free Workplace Policy has been adopted. Connecticut state employees will be protected and served by this initiative, which includes an on-going substance abuse awareness program.

Effective March 18, 1989, the federal government enacted the “Drug-Free Workplace Act,” (10 USCS §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of
controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

**General Policies.** It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

**Employee Requirements.** Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

Controlled substances are specifically defined in federal law. They consist of two classes of “drugs”: (1) those commonly thought of as “illegal” drugs, and (2) certain medications available by prescription, but not being taken under a physician’s orders, which the federal government has determined to have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency’s personnel administrator (or the person serving in the personnel role) within five (5) calendar days of any drug conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any federal or state court. Within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace, the agency personnel officer must notify the appropriate federal granting or contracting agency in writing.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program prior to any disciplinary action. If an employee chooses not to undergo rehabilitation, the State will take disciplinary action consistent with collective bargaining agreements and State law and regulation within 30 calendar days of receiving notice of the conviction.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Personnel Offices.

*Note: Please refer to the Employee Assistance Program on page 67.*
Drug-Free Workplace -- GCC Policy


To this end, Gateway Community College certifies that it will provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

b. Establishing a drug-free awareness program to inform employees about:
   1. The dangers of drug abuse in the workplace;
   2. The College’s policy of maintaining a drug-free workplace;
   3. Any available drug counseling, rehabilitation, and employee assistance programs; and
   4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each new employee be given a copy of the statement described in paragraph a;

d. Notifying the employee in the statement described in paragraph a that, as a condition of employment, the employee will:
   1. Abide by the terms of the statement, and
   2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

e. Notifying the agency within ten (10) days after receiving a notice as described in subparagraph d-2, or having otherwise received legitimate notice of such conviction;

f. Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph d-2, with respect to any employee who is so convicted:
   1. Taking appropriate personnel action against such an employee, up to and including termination; or
   2. Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a through f.

Drugs & Alcohol Policy in the Community Colleges

(Excerpted from the Board of Trustees’ Policy 4.15; Adopted November 20, 1989)

The Board of Trustees of Community Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. (Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.)

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is
Policies

contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
   a) when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
   b) when a college permit has been obtained;
   c) when students bring their own beverages;
   d) when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

Also refer to procedures for serving alcoholic beverages described on page 124.


(Rev. of GL 95-1, dated 6/1/98 (Rev. of GL 95-1). The Office of the Public Records Administrator & State Archives issues this statement under authority granted it by Sections 11-8, 11-8a, & 7-109 of the CT General Statutes.)

Definition

E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date. Due to format, E-mail permits instant communication and
transmittal of up-to-date information similar to the telephone. Unlike current telephone features, E-mail creates a record of the information that is being transmitted.

E-mail and Public Records
When deciding what to do with E-mail messages, it is important to remember the statutory definition of public records found in section 10-18a of the Connecticut General Statutes:

> Any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information be handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any method. (Italics added.)

A message sent or received by E-mail in the conduct of public business is a public record.

Retention Guidelines
E-mail messages sent and received by public officials fall within three (3) broad categories:

1. Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations;
2. Public records with a less than Permanent retention period; and
3. Public records with a Permanent or Permanent/Archival retention period.

Retention guidelines for each of these three categories are as follows:

1. Transitory messages – No retention requirement. Public officials and employees receiving such communication may delete them immediately without obtaining the approval of the Office of the Public Records Administration and State Archives.

2. Less than Permanent – Follow retention period for equivalent hard copy records as specified in an approved retention schedule. The record must be in hard copy or electronic format which can be retrieved and interpreted for the legal retention period. When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out. Municipalities and state-agency officials may delete or destroy the records only after receiving signed approval from the Office of the Public Records Administrator.

3. Permanent or Permanent/Archival – Retention may be in the form of a hard-copy printout or microfilm that meets microfilm standards issued in GL 96-2. The information must be eye readable without interpretation.

State and local government officials/supervisors and State Agency Records Management Liaison Officers are responsible for instructing their employees in determining which E-mail messages fall in each of the three categories, in using retention schedules and in securing approval for destruction. Depending upon the function of the public record being generated by E-mail, state agencies and municipalities may take steps to institute procedures for routinely printing E-mail records, including all transmission and receipt data in the system, and filing the printouts in the normal course of business.

Legal Considerations
Disclosure of E-mail: Public officials and employees should keep in mind that E-mail messages sent as part of their workdays are not “private” but are discoverable communications and may be subject to FOI. Since messages may be retained at different locations or levels of the system, users must remember that their communication can be retrieved during formal discovery processes. Discretion,
therefore, is an important consideration when using this or any other new technology to send, record and/or retain communications.

**Confidentiality of E-mail:** Electronically transmitted information travels through many networks, and many different computer connections. Unless encrypted, this information is not secure, and should not be considered private. Agencies are advised of the risk involved in using E-mail to deal with confidential issues.

Agencies must be aware of all applicable statutory or regulatory requirements that would prohibit the disclosure of certain information in any format. Of special concern is the confidentiality of individually identifiable health and personnel information. Agencies must be aware of this when transmitting this information by any method of communication, including E-mail, voice or written communication.

**Legal signatures:** Some records may require original signatures. Agencies must be aware of any state or federal laws that would affect the way a document is signed. As of the date of this general letter, there is only one statute in Connecticut that specifically covers electronic signatures. Section 19a-25a of the Connecticut General Statutes authorizes the use of electronic signature for medical records.

This does not mean that electronic signature may not be used to transact other types of business, but it is suggested that you consult with legal counsel first.

**Voice Mail**
Voice mail (including answering machines) can be considered a type of electronic mail communication. In this case, the message is recorded in an audible rather than a visible format.

Voice mail is transitory in nature, and may be deleted at will. There are times, however, where voice mail or answering machine messages may require a longer retention period. This would be in the case where the message may be potentially used as evidence in a trial, such as a bomb threat, or in some other illegal activity. Voice mail may also be subject to the discovery process in litigation.

**Conclusion**
E-mail is a rapidly evolving technology that has attracted the attention of the courts. The Office of Public Records Administrator and State Archives will monitor this changing technology and will communicate with state and municipal agencies on implications for Connecticut’s public records.

**Emergencies – Bomb Threats**
(Excerpted from the Board of Trustees’ Policy, 4.6.1; Adopted October 26, 1970)
The Board of Trustees authorizes the chancellor and the presidents of the respective colleges to use their best judgment, experience, and advice of staff in meeting emergency situations caused by bomb scare phone calls, keeping in mind it is one of their primary responsibilities to protect life and property and to assure the maintenance and operation of the college under satisfactory conditions and
suggesting that it is probably better to err on the side of protecting lives than to be too hesitant in evacuating buildings.

**Emergencies -- Medical**

*(Excerpted from the Board of Trustees’ Policy, 4.6.2; Adopted June 16, 1980)*

Employees of the Board of Trustees of Community Colleges may be faced with medical emergencies in which prompt action is required. Unless an employee’s job responsibilities provide to the contrary, employees are not required by the Board of Trustees to render assistance in the event of emergencies occurring on a college campus or other facilities under the supervision of the Board of Trustees. However, if an employee renders such assistance as a part of his or her job responsibilities, such employee shall be considered to be acting within the scope of employment. If an employee voluntarily renders such assistance, he or she shall be considered to be acting within the scope of employment.

*Note: Please refer to Emergency Procedures on page 88.*

**Equal Opportunity Policy Statement**

*(Excerpted from the Board of Trustees’ Policy 2.1.3; Technical Amendment May 1, 2002)*

*(In compliance with Public Acts 98-180 and 01-28)*

The community college system of the state of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, the system will not discriminate against any individual on the grounds of political beliefs or veteran status.

*Also refer to the Nondiscrimination Policy on page 32 and Equal Opportunity Employer on page 50.*

**Freedom of Information Act**

Pursuant to the Connecticut Freedom of Information Act (CGS Section 1-200, et. seq.) most records and files of State and local agencies, including employment records, are public records subject to disclosure. Routine requests to review or copy student records should be directed to the Registrar.
Requests for copies of police reports should be directed to the Dean of Administration. All other requests to review or copy public records should be directed to the Director of Human Resources.

Gifts - Authority to Accept & Acknowledge Gifts to Community Colleges

(Excerpted from the Board of Trustees' Policy 4.9; Adopted March 16, 1970; Amended March 21, 1994)

Pursuant to the authority granted to the Board of Trustees under Section 10a-150 of the General Statutes, the receipt and disposition of gifts to community colleges shall be subject to the following provisions:

Gifts of $2,500 or less
Each community college president is authorized to accept gifts of cash, securities, or property valued at $2,500 or less to be used in support of academic programs, community service programs, student support services, and institutional support services. All such gifts shall be administered in accordance with any terms and conditions specified by the donor. Gifts for which no conditions are specified may be expended for any purpose in support of the mission of the college as determined by the president.

Gifts of more than $2,500
All gifts of cash, securities, or property valued at more than $2,500 to any community college shall be referred to the Board of Trustees for formal acceptance. All gifts so accepted by the board shall be administered by the college in accordance with any terms and conditions specified by the donor. Unrestricted monetary gifts of more than $2,500 shall be deposited to, and specifically coded within, the resources of the grant account. Except as the board may otherwise provide, any income from such gift may be expended for any purpose in support of the mission of the college as determined by the president. Any expenditure of the principal of such unrestricted gifts shall be subject to the approval of the Board of Trustees.

Forms are available from the Office of the Dean of Administration.

Note: Please refer to procedures for donation of gifts to GCC on page 100.

Grants - Public & Private

(Excerpted from the Board of Trustees’ Policy 4.10; Adopted January 12, 1971)

The Board of Trustees establishes the following policy regarding public and private grants:
POLICIES

1. Applications for public and private grants shall be initiated and prepared by the respective colleges.

2. Applications must be consistent with the academic development of the College and funds for the matching portion (if any) must have been established with:
   
a) funds available with present allocations to the College;
b) funds may be made available to the College by special allocation of the Board; or
c) funds from other identified sources.

3. The notification of the grant award by the public or private agency and the receipt of such funds shall be deemed as an allocation by the Board to the College for the purpose and period for which such funds have been made available.

4. Receipt, allotment and expenditure of public and private grant funds are to be processed in accordance with the General Statutes and established state procedures.

5. The receipt and expenditure of public and private grant funds shall be reported to the Board of Trustees in a financial report issued by the Chancellor each fiscal year.

Note: Funding of the matching portion must be explained in a letter of transmittal to the System Office.

Please refer to the procedures for applying for and administering grants on page 101.

Nondiscrimination Policy

(Based on Policy from the Board of Trustees’ Policy 2.1.2)

(Technical Amendment May 1, 2002 in Compliance with Public Acts 98-180 and 01-28)

Gateway Community College will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut general statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, it is the policy of Gateway Community College that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religion, sex, marital status, sexual orientation, mental retardation, political beliefs, veteran status, age, criminal record, genetic information, ancestry, handicap, physical disability, learning disability, or national origin.
People with Disabilities in the Community Colleges

(Excerpted from the Board of Trustees’ Policy, 2.1.6, adopted November 20, 1989)

The Board of Trustees of Community Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the System Office of the Board of Trustees.

The board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student’s access to valued experiences, activities and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

The efforts of the community colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the College.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The Board of Trustees will work with the Board of Governors to achieve a higher level of services and appropriate delivery methods at all Connecticut community colleges.

This statement is intended to reaffirm the board’s commitment to affirmative action and equal opportunity for all people and in no way to replace the equal opportunity policy statement.

Any comments, questions or concerns should be directed to the Learning Disabilities Specialist, Toni Page (203-285-2231) in Room 152.

Racism & Acts of Intolerance

(Excerpted from the Board of Trustees’ Policy; 2.1.5; Adopted February 26, 1990)

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action and equal opportunity. The board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.
Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment.

Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

**Gateway Community College, in adopting this policy, affirms the following principles:**

1. Everyone should be treated with dignity and assured security and equality.

2. Acts of violence and harassment reflecting bias or intolerance of race, religion and ethnic or cultural origin are unacceptable behaviors. Since these acts are inconsistent with the teachings and values of higher education, individuals who persist in such behaviors have no place on a college campus.

3. The promotion of diversity within higher education is a responsibility of both individuals and the higher education community.

4. Colleges and universities have a duty to foster tolerance and encourage diversity elements that are central to the mission of higher education.

5. Individuals may not exercise personal freedoms in ways that invade or violate the rights of others.

*Gateway Community College condemns all forms of racism, religious intolerance, and any acts of hatred or violence based on differentness. Such behaviors will not be tolerated by the College and may be subject to disciplinary action.*
Sexual Harassment

(Excerpted from the Board of Trustees’ Policy, via Employee Relations Memorandum 98-2, rev. 12/5/97)

What is sexual harassment?

Sexual harassment is a form of sex discrimination, which is illegal under state and federal law and is also prohibited by the Board of Trustees’ Nondiscrimination Policy. The Board’s policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

Sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim’s employment or learning experience.

Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual’s dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one’s employment or educational status is contingent upon toleration of or acquiescence in sexual advances.

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board’s policy. Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.
What to do if you are the victim of sexual harassment.
When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

- Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College’s Affirmative Action Officer, or another College official who has been designated by the President as a recipient of such complaints.

- Students may report incidents of sexual harassment to the Dean of Students or to such other college official as the President may have designated. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.

- A claim that an employee of a third party contractor has engaged in sexual harassment on College premises or in connection with the performance of the third party contract should be reported immediately either to the President or to another appropriate College official as set forth in this document. The President will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally. (Any informal resolution of a complaint must be approved by the College President.) No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Affirmative Action Grievance Procedure for employees (see Board Policy 2.1.3) or Student Grievance Procedure for students (see Board Policy 5.2.2).

- For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days if efforts at informal resolution have been made.

- For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

When a formal complaint of sexual harassment is received, it will be investigated by the College. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College’s obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.
In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford CT 06106 (telephone: 860-541-3400, TDD#: 860-541-3459) and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114, within 180 days of the date when the harassment occurred. A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil Rights, U. S. Department of Education (Region 1), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.

**Publication of sexual harassment policy.**

This document shall be distributed to all members of the College community. Notice of the Board’s policy against sexual harassment also shall be given to any independent contractor with whom a College has a business relationship, as a mandatory part of that contract.

**Training.**

Training in the implementation of the Board’s policy against sexual harassment and in sexual harassment prevention shall be provided for all employees, in accordance with the provisions of state law. Attendance at such training shall be mandatory. In addition, awareness and sensitivity training for all employees and students is strongly encouraged.

#971 Rev, 12/5/97

Gateway Community College, in adopting the above policy, offers the following steps to take if you think you are a victim of sexual harassment:

- **Don’t keep it to yourself.**
  Talk to a friend or co-worker.

- **If appropriate, confront the harasser.**
  Explain the negative effects on you from the specific harassing behavior. State that you want it to stop.

- **Seek advice and assistance; ask for informal mediation.**
  Contact the Director of Human Resources and Labor Relations.

- **Keep a record with detail on events, witnesses and times of occurrences.**
  Utilize the College’s formal grievance procedure. All complaints should be filed with the Director of Human Resources and Labor Relations.

- **If preferable, contact outside sources for assistance.**
  Contact the CT Commission on Human Rights and Opportunities in Hartford and/or the U.S. Equal Employment Opportunity Commission in Boston (addressees listed above).
Smoking on Campus

Gateway Community College is a smoke-free establishment. Smoking is not permitted anywhere in the buildings on either the Long Wharf or North Haven Campus. Outside smoking areas are designated at each campus.

Traffic and Parking

The following traffic and parking regulations apply to both the Long Wharf and North Haven campus:

Reserved parking for full-time faculty and staff is provided on both campuses. Staff and faculty shall register their vehicles that will be parked on Gateway Community College property. An auto registration form can be obtained from the Office of the Dean of Administration. Once the request form has been processed, a parking decal will be forwarded to the employee. All decals shall be hung from the rear view mirror.

Parking of student vehicles shall be in designated areas only and is at the student’s own risk. There is no student parking in the area designated for faculty. Areas zoned by yellow stripes are designated as NO PARKING areas. The driveways in front of the building are designated as FIRE LANES; no parking or standing is allowed in these areas at any time, except to drop off passengers. Handicapped parking areas at each campus are located in the parking lot immediately across from the main entrance and are designated with blue striping.

The campus speed limit is 10 mph.

Traffic violations are punishable by fines and/or towing of vehicle at the owner’s expense. Parked vehicles that create a hazard, impede traffic flow, or restrict parking will be tagged and/or towed at the owner’s expense.

Fines must be paid in the Business Office within one (1) week of issuance.

All violations are subject to appeal through the Traffic Appeals Committee. Requests for appeal should be made through the Dean of Administration, at ext. 2021.

Violence Prevention & Response

(Excerpted from the Board of Trustees’ Policy, adopted 12/99 and based on Executive Order No. 16, 8/4/99)

On August 4, 1999, Governor John G. Rowland signed Executive Order No. 16 instituting a “zero tolerance” Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors and vendors. In accordance with this directive and in a effort to provide a safe
environment for employees, students, visitors and guests while on the premises of the Community Colleges, the Board of Trustees of Community Colleges has adopted and expanded the application of the Governor’s policy. Executive Order No. 16 is fully incorporated herein.

For purposes of this policy, “violence” is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. “Premises” is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing or threatening behaviors;
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.;
- Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.;
- Vandalism;
- Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized;
- Using such weapons; and
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.

Reporting Threats or Violent Acts
A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources Office. Supervisors and managers who receive such reports shall seek advice from the Human Resources Office regarding investigating the incident and initiating appropriate action. Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety/Security Department.

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources Office a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Enforcement of this Policy
All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises.

Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college. Violations may also result in criminal penalties.

Threat Assessment Team
Each college will establish a Threat Assessment Team to oversee the implementation of this policy. The Threat Assessment Team should include representatives of management, human resources, employee unions, public safety, and facilities management.

One goal of the team approach is to ensure that people are prepared to work together to deal with violent or potentially violent situations. Although violence cannot always be prevented, planning ahead and being prepared to act swiftly to deal with threats, intimidation and other disruptive behavior at an early stage can reduce the risk. The Assessment Team has three major functions:

- **Identifying the potential for violence.** This involves analyzing trends in incidents relating to particular units, jobs, activities, time of day and so forth.

- **Prevention.** This includes recommending procedures to prevent violence, such as conducting violence prevention and response training for employees and students, establishing mechanisms for employees, students and others to discuss their concerns about violence, conducting inspections of college premises, evaluating working environments of employees and students to ascertain any unusual risks, conducting employee/student surveys, recommending changes in physical plant, equipment and practices to enhance campus safety.

- **Responding to individual acts of violence.** Incidents reported to the Human Resources Office and/or the Public Safety Department should be shared with the Threat Assessment Team which may advise and assist in the investigation if appropriate. The Team may also assist in the management of threats or incidents of violence by planning a response to mitigate further damage, coordinating responses with local law enforcement and the community and managing media inquiries.

**Publication of Policy on Violence Prevention & Response**

This policy shall be distributed to all members of the college community and shall be posted prominently in areas where students, staff and guests may gather. The policy should also be included in orientation materials for new employees and students and published in college newsletters, catalogs, and handbooks, as appropriate. The policy should be reissued once a year as a reminder of the importance of this issue in our community. Contractors, subcontractors, and vendors doing business with the college shall be advised that compliance with this policy is mandatory.

For further information on the subject of workplace violence, please consult the *State of Connecticut Violence in the Workplace Policy & Procedures Manual for Human Resources Professionals, September 1999* which can be found on the Office of Policy & Management website at the following address: [http://www.opm.state.ct.us/olr/wpv/wpv.htm](http://www.opm.state.ct.us/olr/wpv/wpv.htm).

**Weapons on Campus**

*(Excerpted from the Board of Trustees’ Policy, 4.23; Adopted May 18, 1992)*

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes) is prohibited on college campuses or at college activities except as authorized by Board or college
policies. Colleges are hereby authorized to develop policies which allow for specific exemptions to the extent permitted by law.

C.G.S., Section 53.206 defines a weapon as “slung [sic] shot, air rifle, BB gun, black jack, sand bag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument.” Sec. 53a-3(6): “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.”

Weather-Related Class Cancellations, Late Openings & College-wide Closings

Class cancellations, late openings, and closings of the College are three distinct, weather-related categories. It is important that everyone clearly understands each and keeps them separate, because there are differing policies and regulations that apply to our employees for each.

Status #1 - Class Cancellations
1. If classes are canceled college-wide due to inclement weather or hazardous driving conditions, the following explains the responsibilities of various groups at the College:
   a) Students are not required to report to canceled classes.
   b) Teaching faculty and part-time instructional Educational Assistants are not required to report to teach the canceled classes or for any other obligation at the College. AFT counselors and librarians are not required to report to work.
   c) 4Cs community college professionals; AFSCME administrators, management, classified, and confidential staff are required to report to and remain at work as usual (with exception of “d” below.) The same policies on attendance apply as on a non-weather affected day. Employees can make arrangements to be absent, or arrive late, or leave early through their supervisor by taking accrued vacation or personal leave. If an employee does not have any accrued leave, the absence may be counted as a leave without pay.
   d) Employees in the Administrative Clerical (NP-3) and Administrative and Residual bargaining units have negotiated a contract which allows them to report late due to inclement weather or hazardous driving conditions. Such an employee shall not be charged if he/she reports within one hour of the start of the shift; and, in the case of severe conditions, the employee may be excused for up to 2-1/2 hours from the start of the shift.
   e) AFT (teaching and non-teaching) – When classes are canceled or the College is closed due to weather or other circumstances, all faculty members (both teaching and
non-teaching) need not report to work and shall suffer no loss of pay or charge to any other leave. Refer to respective collective bargaining agreements.

**Status #2 - Late Opening or Early Dismissal**
The same policies on employee attendance apply as on a non-weather affected day beginning with the late opening time with the exception of Status #1, 1, c & d), above. Employees can make arrangements to be absent or arrive late or leave early through their supervisors by taking accrued vacation or personal leave on late opening days. If an employee does not have accrued leave, the absence may be counted as leave without pay.

*Note to Faculty: Faculty members who are off campus and scheduled to teach should listen to radio and television station announcements (see page 44 for listing of stations). Staff can also telephone the college’s employee inclement weather telephone main number (203-285-2222) for updated messages.*

**Status #3 - College Closed**
1. Only the Governor has the authority to close the College (usually working through a state agency head.)

2. The only authority that the President has regarding closing is to make a call to the Community Colleges’ System Office agency head requesting the authorization to close when, in the opinion of the caller, local circumstances warrant closing.

3. If a decision to close is made, it applies to EVERYONE except the maintenance essential employees. The following explains the responsibility of various groups.
   a) All classes, including scheduled events and activities are canceled.
   b) All employees and students may and should leave the campus as soon as possible.
   c) Employees will not be required to use accrued leave for the time of the closing.

4. Early closings during the time the College is in operation are also only under the authority of the Governor, again working through state agency heads. That kind of closing is covered by the same policies stated in #3 above.

**Status #4 - College Is Open, Classes Not Canceled, & Weather/Roads Are Questionable**
1. Faculty and all other employees must report for classes or work as scheduled.

2. Each person needs to make a personal decision in the best interest of his or her own safety. It is realized that weather and road conditions vary. Faculty and others are encouraged to pre-plan for this circumstance and provide students with options they can exercise if needed.

3. If faculty make the decision that they cannot report for work because of road or weather conditions or other reasons, contact the College by following the procedures described on page 158.
4. If community college professionals, management, and classified staff make the decision that they cannot report for work because of road or weather conditions, or other reasons, they should contact their supervisor as policy requires for other emergency situations.

Weather Announcements

The factors that determine class cancellations, late openings, and closings are different for the College than from those that affect a high school, elementary school, business, or other agencies. Some of the factors that are taken into account are existing and predicted weather and road conditions in various locations within our commuting area, parking lot conditions and state policies. Don’t become confused if you hear announcements of other closings or cancellations. Listen specifically for Gateway Community College; whether there is a class cancellation, late opening, or closing. Become familiar with the conditions for each of the four categories listed above.

Emergency and weather related cancellations, late openings, etc. will be announced by radio, television, and voice message on College’s employee weather line (203-285-2222).

Outreach Locations

If GCC closes or cancels for the day or evening, all classes at outreach locations are canceled.

When regular classes are canceled at an outreach location (e.g., East Haven High School, Hamden High School), the GCC classes at that location are also canceled even if the on-campus classes have not been canceled.

Saturday Classes

Faculty who teach Saturday classes should set up their own system of class cancellations for each semester in which they are teaching. A telephone chain is most commonly used. While the process of cancellation is the same as above, it is better to insure that students do not arrive at class and not find an instructor. Therefore, the informal process may be a means to insure that students and instructors are in communication.

Early Learning Center Operation During Inclement Weather

All parents with children enrolled in the Early Learning Center receive information which contains the following statement with regard to inclement weather:

“On those days we experience inclement weather, please listen to the radio/TV. If classes are canceled at Gateway Community College, or the College is closed, the Center will be closed.”
POLICIES

If a storm arises during the day and driving is going to be hazardous, you must call to check our closing status. There may be occasions when the Center will close before classes are actually canceled.” The direct phone number for the Early Learning Center is 23-285-2132.

Radio Stations

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<td>STAR</td>
<td>99.9 FM</td>
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<tr>
<td>WEBE</td>
<td>108 FM</td>
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<tr>
<td>WELI</td>
<td>960 AM</td>
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<tr>
<td>WICC</td>
<td>600 AM</td>
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<tr>
<td>WKCI</td>
<td>101.3 FM</td>
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<tr>
<td>WKSS</td>
<td>95.7 FM</td>
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<td>WPLR</td>
<td>99.1 FM</td>
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<tr>
<td>WRCH</td>
<td>100.5 FM</td>
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<tr>
<td>WTIC</td>
<td>1080 AM / 96.5 FM</td>
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<tr>
<td>WZMX</td>
<td>93.7 FM</td>
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Television Stations

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<th>STATION/NETWORK</th>
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<td>WFSB (CBS)</td>
<td>3</td>
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<td>WTNH (ABC)</td>
<td>8</td>
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<tr>
<td>WVIT (NBC)</td>
<td>30</td>
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When weather conditions are poor before the start of a day when classes are in session, the decision on whether or not to modify the class schedule will be made no later than 6:00 am. The radio and television stations listed above will be notified by college officials, and the stations will make the appropriate announcements.

GCC Students’ Weather Hotline: 203-285-2049
GCC Faculty/Staff Weather Hotline: 203-285-2222
Additional Contracts for Full-time Professional Staff

Consistent with Board of Trustees’ policy, the College may authorize additional payment for services performed by full-time professional staff members provided that the nature and scope of such services, particularly with regard to instructional services, lie outside the regular duties of the staff member and are so certified by the President. The additional assignment may constitute no more than the estimated equivalent of teaching an additional class or one-fifth of a total load. The following are some examples:

- A faculty member teaches an additional course beyond the required teaching load.
- A staff member is assigned to complete a special project.
- An administrator or counselor teaches a course.
- A staff member takes on a coaching assignment.

Extra care must be exercised when offering Educational Assistant and Part-time Lecturer contracts to make sure that if a person holds two (2) contracts – one as an EA and the other as a PTL – that the combination of the contracts does not exceed 17 hours. **Note:** A credit course equals three (3) hours of work per week for a PTL; therefore, a 3-credit course equals a commitment of nine (9) hours per work (HPW).

Several of the collective bargaining agreements address additional employment and should be consulted by professional staff members before entering into any such agreements.

At this College, when a full-time staff member is being considered for additional payment for services, it is his or her responsibility to secure, as a first step, approval in writing from his or her immediate supervisor. Supervisors must verify by signature that the additional employment does not interfere with the full-time job duties or work schedule of the staff member being considered. Each staff member is limited to one additional employment contract per semester or its equivalent concurrent with his or her full-time employment appointment.

Please refer to the dual employment procedures on page 49 for further information.
Advertising for EA’s and PTL’s

Periodically an ad is placed in local newspapers indicating the College has an interest in developing an applicant pool for these types of services during the academic year. Resumes for faculty positions are forwarded to the academic dean. Other resumes are kept on file in the Human Resources Office. Additionally, employment opportunities are listed on the College’s website, www.gwcc.commnet.edu.

Affirmative Action Procedures for Employment Searches

Please refer to “Recruitment Process for Full-time Unclassified & Management Positions” on page 54.

Attendance

All employees are expected to report promptly to work at their scheduled starting time. In case of a planned absence, employees should make arrangements with their immediate supervisor as far in advance as possible. If unusual circumstances require an unexpected absence or tardiness, employees should notify their immediate supervisor as soon as possible.

Biweekly Attendance Record

Attendance records are kept for all employees of the College as required by the state auditors. At the end of each biweekly period, each employee fills out a timecard describing his or her attendance/absences. After the supervisor signs the timecard, it is forwarded to the Payroll Office for posting immediately following the last day of the pay period, thus ensuring a current attendance record and a timely paycheck.

Reporting Unplanned Absences

Staff are expected to notify their supervisor as early as possible when they cannot report to work as scheduled. Please check with your supervisor to find out the approved notification of absence procedures for your office/department.

Authorized Leave of Absence Without Pay (LAW)

There may be occasions when you may need to be absent from work and lack the appropriate leave time. When this or other unusual leave circumstances occur, you may ask your supervisor for an authorized leave without pay. Leaves unrelated to medical or family leave could include educational or other personal reasons. Please refer to your collective bargaining agreement for specific information.

Faculty Emergency Absence

Please refer to Instructor Out Procedures on page 159.
Faculty & Staff Attendance at Graduation

All members of the professional staff are expected to attend the graduation ceremony wearing academic regalia. Attendance at graduation is desirable but optional for classified employees.

Since this is the most important day in the academic life of our students, only the most critical circumstances will be honored in terms of granting professional staff a personal leave day. The appropriate dean must approve all such requests for personal leave.

Please refer to your collective bargaining agreement for more information.

Dual Employment Procedures

Public Act No. 87-253, An Act Concerning the State Personnel Act, Section 3, provides that “No state employee who holds multiple job assignments within the same state agency shall be compensated for services rendered to such agency during a biweekly pay period unless the appointing authority of such agency or his designee certifies that the duties performed are not in conflict with the employee’s primary responsibility to the agency, that the hours worked on each assignment are documented and revised to preclude duplicate payment, and that there is no conflict of interest between the services performed.”

When an employee of a community college is retained for additional employment at the same college, a dual employment form (available via the Human Resources Office and Intranet Website) must be executed. Signature by the President or designee certifies that the additional responsibilities are not in conflict with the employee’s primary responsibility to the agency, that the hours worked on each assignment are documented and reviewed to preclude duplicate payment and that there is no conflict of interest between the services performed. The following procedure will be used:

1. The staff member consults with the supervising Dean of the primary employment and has the section under primary agency filled out with appropriate signatures.
2. Once approved, the form is transmitted by the employee to the Dean supervising the secondary employment. The dean supervising the additional activity completes the “secondary agency” portion and then forwards to the Dual Employment Request form to the Human Resources Department.

When an employee of a community college is requested by another state agency for secondary employment, the individual will forward the Dual Employment Request form to the supervisor of that state agency for approval/ signature and has the form return to the HR Department.

Dual employment information and procedures, in conjunction with Personal Service Agreements or any payment done via a purchase requisition, should be directed to the GCC Purchasing Office, at 203-285-2104.
EMPLOYMENT INFORMATION

Dual Employment Procedures for Part-time Lecturers
If a part-time lecturer member is also a full-time employee of the same college, the dual employment form must be filled out in the appropriate portion of the contract and forwarded to the Dean of Learning for approval.

If a part-time lecturer is also a part-time lecturer at another community college or is employed full-time or part-time by another state agency, the dual employment request form must be filled out by the primary agency (GCC) and forwarded to the Human Resources Office at the secondary agency for signature and returned to GCC.

A copy of the form should be diaried for thirty (30) days and a follow-up form sent at that time if it has not yet been returned.

Employee Records
An official personnel file is maintained for each employee. The location, maintenance and employee access to personnel, professional and/or application files are governed by applicable bargaining unit contract stipulations. For detailed information on accessing personnel records, please refer to your collective bargaining unit contract. If you require further information, please contact the Human Resources Office.

Equal Opportunity Employer
Positions are filled in accordance with affirmative action guidelines which guarantee equal opportunity in the selection process without regard to race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability or physical disability. (Please refer to the Equal Opportunity Policy Statement described on page 30.)

The College continues to notify all recruiting sources of its commitment to equal opportunity and affirmative action. Recruiting sources are requested to acknowledge compliance in referring applicants on a non-discriminatory basis. All advertisements of job openings are placed in "Help Wanted" columns and include the phrase, "Gateway Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply."

Exit Interview
During the last week of employment, the supervisor of the employee who is terminating must schedule an exit interview for the employee to meet the appropriate individual in the Human Resources Office so that the necessary separation papers can be completed and final records processed. The Human Resources Office will obtain the employee's forwarding address.

Keys and other College property must be returned to the supervisor. It is the supervisor's responsibility to forward agency keys to the Maintenance Building Supervisor and verify that all College property has been returned.
Employees must be notified that their computer accounts will be nullified.

**Job Placement Postings**

The Human Resources Office receives job posting announcements from various agencies throughout the State of Connecticut. Job/examination announcements are posted weekly and remain on the bulletin boards until the closing date of the announcement. Copies of all announcements are filed in the Human Resources Office for one year from the closing date. Also posted is a list of various state exams that do not have closing dates. A more detailed description of these exam postings can be obtained in the Human Resources Office.

Announcements are posted on the bulletin board outside of the Human Resources Office at Long Wharf and Dean of Research & Development at North Haven.

**Job Specifications**

The general job specifications of full-time classified and unclassified staff are located in the respective Collective Bargaining Agreements. Classified job specifications are listed by job title in the Human Resources Office. Part-time lecturer duties of employment job responsibilities and job description are clearly defined in the Faculty Information section on page 167.

Job information and specifications can also be accessed on the State of Connecticut’s Internet site: [http://www.state.ct.us/](http://www.state.ct.us/). Click on Department of Administrative Services, Services to Other State Agencies, Human Resources Information, and Job Specifications.

All employees and supervisors are reminded that work responsibilities are clearly outlined in each employee's job description. Further, the President expects strict adherence to the duties in the job description. The catch-all phrase "performs related (other) duties as required" requires careful consideration and is only intended to include duties typically found in another classification level. The related duties and responsibilities should comply with the overall job description. Supervisors are encouraged to review the overall functioning of their office and bring to their immediate supervisor any recommendations for change.

**“Classified Service” Definition**

According to Connecticut State Statute, Chapter 67, Sec. 5-196, Classified Service means every office or position in the state service, whether full-time or part-time, for which compensation is paid, except those offices and positions specified in section 5-198 or otherwise expressly provided by statute. The following represents classified service groups at GCC:

- AFSCME Clerical
- Maintenance Services
- Administrative & Residual
“Unclassified Service” Definition
According to Connecticut State Statute, Chapter 67, Sec. 5-196, Unclassified Service means any office or position in the state service which is not in the classified service. The following represents unclassified service groups at GCC:
- AFSCME ACLs
- American Federation of Teachers (AFT) Faculty and ACLs
- The Congress of CT Community Colleges (4C's) Faculty and ACLs
- Management

Jury Duty
Any full-time employee required to attend court for jury duty or as a witness will be paid at full pay for the day(s). The full-time employee must provide a statement from the court clerk verifying the number of days on duty and the rate of pay the court pays the juror for each day. If a check is received for jury duty from the court, other than travel reimbursement, the check must be forwarded to the GCC Payroll Office immediately.

Employees called to jury duty will retain all rights and privileges as College employees while on such duty. (See respective Collective Bargaining Agreements.)

Maintenance of Employment Application Materials & Inquiries
The following will be retained for a period specified by the Connecticut State Statutes and until authorization to discard is obtained from the State Public Records Administration Office.
- Applications for employment (not hired)
- Inquiries regarding availability for appointment
- Records of recruitment for individual vacancies
- Resumes (not hired)

Organizational Charts
All departmental college organizational charts are maintained by the Human Resources Office and copies are provided to each of the Deans. Staff may access these charts through their appropriate Dean.

Orientation of New Personnel
All required paperwork must be completed in order to enter the employee on the payroll.

By Human Resources Office
Prior to employment, a new employee must make an appointment with the HR Office to complete the necessary employment forms. Generally, the following will be distributed, completed, and explanation given:
EMPLOYMENT INFORMATION

- Designation of Beneficiaries
- Retirement Plan
- I-9 Form
- New Employee Packet
- Attendance Records and pay periods
- Work location and job responsibilities
- Departmental policies and procedures

By Supervisor
The supervisor has the responsibility to acquaint a new employee with the following:
- Campus facilities and supplies
- Co-workers and other College personnel
- College Policies

Publications Made Available to All Employees
- Employee Policies & Procedures Manual
- College Catalog
- Collective Bargaining Agreements (by union representative)

Employees are responsible to become familiar with these publications and comply with their contents.

OSHA Standard for Bloodborne Pathogens
The OSHA standard covering bloodborne pathogens requires GCC to offer the three-injection vaccination series free to all staff working in the areas listed below who are exposed to blood or other potentially infectious materials as part of their job duties.

- Maintenance
- Biology
- Child Care Center

In addition, training will be provided as outlined by the OSHA standard. Please contact the Human Resources Office for further information.

Personal Telephone Calls
The use of the College's telephone system for personal use interferes with service to our customers and the general public. Therefore, we ask our employees to refrain from making or receiving unnecessary personal phone calls.

Recruitment Process for Classified Staff
EMPLOYMENT INFORMATION

The traditional method of appointment to classified positions is from Candidate Lists which result from examinations administered by the State Department of Administrative Services/Personnel. As soon as a vacancy is announced, the Dept. of Administrative Services is notified to provide Candidate Lists. The Layoff Reemployment and SEBAC Lists must first be reviewed to determine if they contain eligible candidates. If not, the position announcement is posted for two weeks on bulletin boards, sent to all community colleges, System Office, Affirmative Action Officer, other state offices (including the DAS Website) and appropriate union. The first step in any classified recruitment, selection or appointment process will be to contact the Human Resources Office.

Recruitment Process for Full-time Unclassified & Management Positions

(Revised October 1999)

Position Vacancy
President approves the filling of position(s) per institutional plans/priorities.
Department head or designee provides input for position announcement and job description.
Dean reviews and approves position announcements and job descriptions.

Establish Search Advisory Committee
Call for participation:

- A communication will be sent to all full-time faculty and staff of the college announcing the formation of the search advisory committee. This communication will allow members of the college community to volunteer as a member of the committee. Each Gateway union representative will also be asked to submit, via email, their nominations of unit members to serve on the search advisory committee.

- Cross-functionality and diversity will be reflected in the composition of the committee (include pertinent people in the area). Volunteering or being nominated to serve on a search advisory committee does not guarantee a seat as a committee member.

Dean or designee, in consultation with the Director of Human Resources and the Affirmative Action Officer, recommends members of the search advisory committee to the President. This recommendation is based upon feedback from the volunteers and union representative’s nominations from the call for participation. The Dean will take into consideration the reflection of cross-functionality and diversity in the composition of the search advisory committee. The size of the committee is determined by the Dean. It is also recommended that an odd number of members be chosen.

Director of Human Resources, Affirmative Action Officer, or representative from the Human Resources Office sits ex-officio on the search advisory committee(s).

Once the committee is approved by the President, the Director of Human Resources confirms the committee in writing, arranges the first meeting for the charge from the Director of Human Resources and the Affirmative Action Officer.

Charge to the Committee
The President or designee gives the administrative charge to the committee and reviews:
• the advisory role of the committee
• confidentiality of process
• key deadlines for the process
• job description/minimum qualifications requirements
• equivalency and exception appointments
• advertisement/recruitment period
• the requirement for all search advisory committee members to review all applications and attend all interviews
• committee members are not allowed to submit written letters of recommendation for candidates
• minutes of all meetings
• the expectations regarding the nature and format of recommendation to the President regarding candidates selected for second interview, i.e., list of unranked candidates with strengths and weaknesses

The Affirmative Action Officer gives the **affirmative action charge** to the committee and reviews:
• workforce analysis and goals
• the selection of criteria sheets to include both minimum qualifications and desired/preferred characteristics
• attendance at all interviews
• the development of interview questions to be asked of all candidates
• the preparation of the applicant flow sheet

The Affirmative Action Officer informs the search advisory committee that he or she must review and approve the search criteria prior to the committee’s screening of applicants.

The Affirmative Action Officer reviews the applicant flow sheet developed by the committee prior to candidates being contacted for interview and may add to the pool of candidates for the purpose of affirmative action.

The Affirmative Action Officer informs the search advisory committee that he must review the interview questions prior to the committee’s interview of candidates.

**Review of Applicants**
Original applications will be available in the Human Resources Office and may be read in that office only. A duplicate set will be available for committee members to sign out of the office. When necessary, a second set of duplicates will be available at the North Haven Campus.

No notes or markings of any kind are to be made on either the original applications or duplicates. At the conclusion of the search, all duplicate applications will be returned to the Human Resources Office.

All selection criteria sheets will be turned in to the search advisory committee chairperson and forwarded to the Human Resources Office.

**Interview**
Once the search advisory committee selects candidates, the Affirmative Action Officer for purposes of affirmative action may add additional candidates.

The search advisory committee chairperson informs the Human Resources Office, in writing, of the applicants to be invited for interview and includes the date(s), times and location. The committee may request candidates be informed to bring portfolios, make presentations, etc. This information must be included with the list of interviewees to the Human Resources Office.
EMPLOYMENT INFORMATION

Following the interviews, the search advisory committee turns in notes to the chairperson to be forwarded to the Human Resources Office.

Selection
- The President and/or Dean conducts the second interview.
- The President may meet with the search advisory committee to review the finalists.
- The President, Dean or other appointed person conducts the reference checks.
- The President and/or Dean makes the selection.
- After consultation with the Dean, the Director of Human Resources makes the offer of employment in writing.
- The Human Resources Office writes to the pool of applicants about the status of the search.

Recruitment Process for Part-time Educational Assistants (EA’s)
A request for a position and job description is submitted to the Human Resources Office by the Dean of the area requesting the position.

Examples of the types of positions and services which may be hired in the category of Educational Assistants:

- Tutors in subject areas such as math, English, reading/writing, etc.
- Testing specialists and assistants
- Academic advisers
- Lab assistants
- Computer specialists
- Librarians and library assistants
- Marketing assistants and specialists to work with business and industry contractors
- Clinical instruction

The Educational Assistant classification is compensated pursuant to a schedule of minimum hourly rates based on the level of education required to perform the job duties, as indicated in the job description, i.e., Associate's degree, Bachelor's degree, Master's degree, or Master's + plus 4 years of experience in the particular field or specialty. These rates are available in the Human Resources Office.

All part-time, non-teaching employees who work nine (9) or more hours per week but less than twenty (20) hours per week at the College are automatically included in the Congress (4C’s) collective bargaining unit, subject to the recognition and definition limitations in Article I of the agreement for part-time employees.

Educational Assistants are entitled to certain benefits based on the number of hours per week worked. It is necessary for new employees to schedule an appointment with the Human Resources Office prior to the starting work date to complete relevant documents such as W-4’s, retirement forms, Form I-9 (the Employment Eligibility Verification form which require documents that establish identity and employment eligibility, e.g., driver's license, social security card.) The HR Office is located in Room 130, Long Wharf.
## Recruitment Process for Part-time Lecturers (Ptl’s)

<table>
<thead>
<tr>
<th>Role</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Chair</strong></td>
<td>Interviews candidate who has been referred either by existing faculty or who has sent in a resume to the College. Prepares a Faculty Recommendation form and forwards to Dean of Learning for signature.</td>
</tr>
<tr>
<td><strong>Dean of Learning</strong></td>
<td>Forwards the form to the Human Resources Office to generate contract.</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>Forwards the contract to the President for signature.</td>
</tr>
<tr>
<td><strong>President</strong></td>
<td>Returns signed contract to Human Resources.</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>A copy of the signed contract is made. The original is given to the Payroll Office for attachment of the W-4, CT-4 and retirement forms.</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>Mails original contract with attachments to faculty member along with form letter requesting transcripts, application, resume and three (3) letters of recommendation (when applicable).</td>
</tr>
<tr>
<td><strong>Faculty Member</strong></td>
<td>Signs contract and returns to Human Resources.</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>A copy of the contract is attached to the Faculty Recommendation form and is filed in the Human Resources Office. The original contract and completed forms are forwarded to Payroll for processing.</td>
</tr>
</tbody>
</table>
EMPLOYMENT INFORMATION

Note: In instances where the part-time lecturer pool has been exhausted, the Department Chair prepares information that will be advertised in local media and posted to the College’s website.
Pay Procedures
All employees are paid biweekly throughout the year, with the exception of part-time lecturers (see below).

Part-time Lecturer Pay Procedures

Credit Courses
Part-time lecturers are paid in the following ways:

*Fall and Spring Semesters*
Timecards are submitted biweekly to the Payroll Office. There are eight (8) equal payments per semester.

*Summer Session*
Summer contracts are paid once, at the end of the course when the completed and signed timecard is submitted to the Payroll Office.

Non-Credit Courses
Non-credit contracts are paid at the completion of the course. A green timecard must be completed, signed and submitted for payment to be generated.

*(Note: Also refer to page 170 regarding part-time lecturer pay information.)*

Direct Deposit of Payroll Checks  *(Electronic Transfer of Funds)*
Employees are encouraged to use the state's direct deposit services. Funds are transmitted electronically to the employee's bank and are available at 9:00 am on Thursday, the last day of the pay period. The processing timeframe to implement direct deposit of payroll checks is approximately six (6) weeks.

*Note: Once the initial direct deposit has occurred, it is the employee’s responsibility to notify the Payroll Department of any changes.*
Collective Bargaining Increases
In addition to negotiated annual increases and longevity payments for those eligible, other salary increases may result from collective bargaining agreements. The bargaining contract for your bargaining unit provides detailed information concerning these increases.

Distribution of Biweekly Paychecks
All checks are available for pick up on Thursday of payweek, from 3:00 pm to 4:30 pm. At 4:30 pm on Thursday all remaining checks are mailed to the employee’s home address.

Early Distribution of Payroll Checks
(Excerpted from Memorandum No. 89-15, Office of the Comptroller, April 24, 1989)
Payroll checks prepared for our regular payrolls are dated on a Friday, except when that Friday is a holiday. In no case should an employee be able to present his or her paycheck (dated Friday) for cashing before 3:00 pm of the preceding Thursday. Similarly, when Friday is a holiday, checks dated on Thursday must not be available for cashing before 3:00 pm of the preceding Wednesday.

The Office of the Comptroller releases payroll checks to agencies a day or so early only for the convenience of the agency. This permits comparison of such checks with agency payrolls and allows time to sort checks for distribution to employees. However, the agency must take whatever measures are necessary to ensure that distribution does not enable employees to cash or deposit such checks at a bank or credit union prior to 3:00 pm of the day preceding the date of issuance; i.e., except in cases of extreme emergency, checks are not to be distributed to employees before 3:00 pm!

Note: Therefore, in compliance with the above State Comptroller’s directive, checks will not be available before 3:00 pm on the final Thursday of the pay period, except in cases of extreme emergency. The Dean of Administration must authorize any request of “extreme emergency release.” Under no condition may checks be cashed or deposited before 3:00 pm on the final Thursday of the pay period. If a state holiday falls on the final Thursday of the pay period, checks will be available on the final Wednesday of the pay period after 3:00 pm.
Longevity Payments
Each employee in state service who has completed at least ten years of state service shall receive semiannual lump sum longevity payments based on service completed as of the first day of April and the first day of October of each year. The ten years is a total of state service and wartime service. Please refer to your collective bargaining agreements for payment information.

Overtime Work
Generally, overtime work for additional compensation is not available to unclassified employees. Overtime for classified employees may occasionally be required. The College will endeavor to provide adequate notice per collective bargaining agreements. All overtime work, except that involving emergency situations, must receive prior approval, in writing, from the following:

- Immediate Supervisor
- Appropriate Dean
- President

Payroll Deductions
The College makes both mandatory and voluntary salary deductions from each employee’s gross pay. All deductions are detailed on the biweekly earnings statement that accompanies each check. The statement shows current deductions and year-to-date information.

*Note:* Any changes in marital status, address, or number of dependents, etc. will often affect payroll deductions, insurance coverage, and the status of other College benefits. The Payroll Office must be notified immediately of any changes.
Employee Benefits

Collective Bargaining Unions
The collective bargaining unions covering classified and unclassified staff vary according to job classification. Every biweekly pay period a set amount is deducted for union dues for members or union fees for non-members. Further information on the various unions and how to join can be obtained by contacting the appropriate union representative.

Credit Union
If you would like to join the CSE Credit Union, please contact the Payroll Office.

Decentralized Promotional Examination Program (DPEP)
For Classified Employees Only
Upward mobility and career change opportunities can be made available to you through the State Merit System. Since March 1984, the Community College System has been a part of the DPEP. Effective August 1989, the Community Colleges’ Merit Promotion Plans were merged. In this program, the State Personnel Division (DAS) allows GCC to conduct its own promotional exams, subject to certain standards, guidelines, and controls established by that agency. Promotion announcements are posted on the bulletin boards outside the Payroll and Human Resources Offices at Long Wharf and the Faculty Support Mail Room at North Haven.

Contact the Human Resources Office for more information.
**EMPLOYEE BENEFITS**

**Deferred Compensation Plan**
In addition to the State Employees Retirement Plan, staff have the option to participate in a voluntary retirement savings program which is structured to reduce your current income taxes while building a supplemental retirement source. Several significant deferred compensation plan advantages identified by the Comptroller's Office are:

- Dollars are invested prior to federal/state income taxes taken from your paycheck;
- Earnings compound tax-deferred;
- Income tax is not incurred until funds are paid out;
- Funds are available at retirement, upon separation from service, or under certain conditions of financial hardship;
- Contributions are flexible – and can be changed or stopped at any time;
- Easy way to invest for your future financial security; and
- Employees are contacted directly by the investment providers.

A booklet on the CT Deferred Compensation Plan is available in the Human Resources Office.

**Dependent Care Assistance Program (DCAP)**
The State of CT has implemented a Dependent Care Assistance Program (DCAP) for all full-time or permanent/part-time employees. The program allows employees to pay for dependent care expenses with wages which will not be subject to federal or FICA taxes. Money deposited into a DCAP account is not considered “pay” for tax purposes; it is considered “pre-tax,” and thus is not taxed by the federal government. The employee can be reimbursed from his or her contributions to this account for actual dependent care expenses.

Expenses must be for dependent children under the age of thirteen, or a spouse or dependent older than thirteen who is incapable of self care and who resides with the employee at least eight hours each day. The dependent care must enable the employee or the employee and his or her spouse, if married, to be employed. For further information on the program, call Benefit Concepts toll-free at 1-877-629-1500.

**Early Learning Center**
The Early Learning Center at GCC will provide a safe, loving, nurturing environment for children of students, faculty, staff and community, ages 2 years 9 months to 5 years of age. The ELC provides a stimulating learning environment through three (3) classroom models: Child Development, Modified Montessori, and Creative Curriculum. All children enrolled in the program must be toilet-trained.

Hours are between 7:30 am and 5:30 pm, Monday through Friday. Parents may register for any combination of days and sessions up to and including five full-day sessions.

**Full Day Session**
7:30 am to 5:30 pm

If interested in the program, please call the GCC Early Learning Center at 203-285-2132.
Educational Assistants’ Benefits Charts

**Working less than 9 hours per week**
No Bargaining Unit

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>No</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>No</td>
</tr>
<tr>
<td>Prorated Day Off</td>
<td>No</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>No</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>No</td>
</tr>
<tr>
<td>Holidays</td>
<td>No</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>No</td>
</tr>
</tbody>
</table>

**Working at least 9 but less than 17.5 hours per week**
BOT 4C’s Agreement for Part-time Employees

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>No</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>No</td>
</tr>
<tr>
<td>Prorated Day Off</td>
<td>Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, one prorated day off with pay per semester in lieu of vacation and personal leave; if approved and within the semester in which accrued.</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, shall receive prorated sick leave in the manner provided by Article XIX of the “merged agreement.”</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Only if employee pays full premium.</td>
</tr>
<tr>
<td>Holidays</td>
<td>Yes, if scheduled to work.</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>No</td>
</tr>
</tbody>
</table>
**EMPLOYEE BENEFITS**

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### Working at least 17.5 but less than 20 hours per week

**BOT 4C’s Agreement for Part-time Employees**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Personal Leave</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Prorated Day Off</strong></td>
<td>Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, one prorated day off with pay per semester in lieu of vacation and personal leave; if approved and within the semester in which accrued.</td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td>Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, shall receive prorated sick leave in the manner provided by Article XIX of the &quot;merged agreement.&quot;</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>Yes, if scheduled to work.</td>
</tr>
<tr>
<td><strong>Tuition Reimbursement</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

---

### Working at least 20 hours per week but less than full-time

**4C’s & AFSCME “Merged Agreement”**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>Prorated</td>
</tr>
<tr>
<td><strong>Personal Leave</strong></td>
<td>1.5 days/yr. after 6 months</td>
</tr>
<tr>
<td><strong>Prorated Day Off</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td>Prorated</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Tuition Reimbursement</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

### Part-time Lecturer

(Credit and Credit-free)

**4Cs/AFSCME “Merged Agreement” and AFT**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Personal Leave</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Prorated Day Off</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>Only if employee pays full premium</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>No</td>
</tr>
</tbody>
</table>
Employee Assistance Program

The EAP is designed to provide free (3 session basic package), confidential, short-term counseling and referral by professionals trained to deal with a wide range of personal problems. The Community Colleges have retained Behavioral Health Connecticut to provide this valuable benefit to our employees and their immediate families.

EAP helps with all types of problems:

- Stress and emotional difficulties
- Marital and divorce
- Family and parenting
- Alcohol and other drug dependencies
- Bereavement and other losses
- Budget and debt
- Change in the workplace
- Others

Call the EAP for free and confidential counseling and referral at 1-800-526-3485 (in CT). For more information, please contact the Human Resources Office.

Family & Medical Leave

(Excerpted & distributed from the CTC’s PLRD meeting minutes on 5/13/96)

The following is a summary of major provisions within the state employee and federal family and medical leave acts.

State employees are covered by both the State Employee Family and Medical Leave Act (Section 5-248a of the CT General Statutes), hereinafter State FMLA, and the Federal Family and Medical Leave Act of 1993, hereinafter Federal FMLA.

The Federal FMLA permits an eligible employee to take a leave upon the following circumstances:

- The birth or adoption of a child;
- For the placement with the employee of a son or daughter for foster care;
- To care for the employee’s spouse, son or daughter, or parent with a serious health condition; or
- The employee’s own serious health condition.

The State FMLA permits an eligible employee to take a leave:

- Upon the birth or adoption of a child;
- Upon the serious illness of a child, spouse or parent of such employee; or
- Upon the serious illness of such employee.

While the two FMLA laws differ from one another, an eligible employee is entitled to those benefits under that law which is most favorable to him or her. Pursuant to Section 825.700 of the
federal regulations, the rights established by the Federal FMLA may not be diminished by any employment plan or benefit provided by the employer. The Federal FMLA provides that a period of incapacity of three or more consecutive calendar days may constitute a serious health condition if the absence involves inpatient care or continuing treatment of a health care provider and provides many descriptions of categories of treatment that fall under continuing treatment. The State law does not provide detail of what constitutes a “serious illness.” Therefore, because the federal definition of “serious health condition” is broader than the State “serious illness,” the Agency should rely upon the federal term, “serious health condition.” If the requirements of a serious health condition appear to be met, the Agency should send Form WH-381 (or a form that contains the required notification information) to the employee informing the employee of his or her rights under the Federal FMLA. Without this notification, the employee’s entitlement under the Federal FMLA does not commence and accordingly, he or she would still be entitled to the full twelve (12) weeks of entitlement.

The federal law permits the employers to request medical certification when it appears that the employee is absent for a Federal FMLA-qualifying event. Most state collective bargaining agreements provide that a medical certification is required after more than five consecutive days of absence. The Agency may request medical certification after five days because an employer must observe any collective bargaining agreement that provides greater family or medical leave rights to employees than those established by Federal FMLA.

Eligible state employees are entitled to a maximum of twenty-four (24) weeks of unpaid leave within a two-year period for any of the above reasons under the State FMLA. Eligible employees are entitled to twelve (12) weeks of unpaid leave in a one-year period under the Federal FMLA. The 12 week entitlement period is measured forward from the date an employee’s FMLA leave first begins. It is possible for an eligible employee to exhaust his or her entitlement under the State FMLA by taking 24 weeks of unpaid leave in the first year of the two-year entitlement. However, the eligible employee is still entitled to 12 weeks of leave the following year under the Federal FMLA. Pursuant to the federal regulations, Section 825.701, if State FMLA provides 24 weeks of leave entitlement over two years, an employee would be entitled to take 24 weeks of leave one year under State FMLA and 12 weeks of leave the next year under Federal FMLA.

Any unpaid leave time granted under the State FMLA runs concurrently with the Federal FMLA. For any FMLA leave, appropriate documentation must be provided to the Agency.

An employee may choose to use paid leave for an absence that would qualify for an absence under the Federal and State FMLA. If paid leave is used, the leave does not count towards the state employee’s leave entitlement under the State FMLA. However, under the Federal FMLA, substitution of paid accrued vacation, personal, or medical/sick leave may be made for an otherwise unpaid Federal FMLA. If such substitution is requested by the employee, or required by the employer, the employee’s 12 week entitlement under the FMLA is reduced by such paid leave. For example, a six week short-term disability leave for the birth of a child would be considered FMLA leave for a serious health condition and counted towards the 12 weeks of leave permitted under the Federal FMLA, leaving the employee with 6 more weeks of Federal FMLA. Also, an employee may be on a workers’ compensation absence for an injury or illness which also qualifies as a serious health condition under FMLA and such absence would be counted towards the 12 week entitlement.

The federal law with its regulations is lengthy and involved. Accordingly, this summary is only meant to highlight major points of the law. There are a multiplicity of issues that are covered in the regulations and the different issues that may arise in each leave request. Until you gain the necessary familiarity with federal regulations, you may wish to contact the Human Resources
Office any time a leave is requested to determine your obligations under the Federal and State FMLA.

**Group Life Insurance**

All employees are eligible for group life insurance by payroll deductions. A booklet on the Group Life Insurance plan is available to state employees in the Human Resources Office.

**Holidays**

All employees shall be granted time off with pay for the following holidays:

<table>
<thead>
<tr>
<th>New Year's Day</th>
<th>Good Friday</th>
<th>Columbus Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day</td>
<td>Memorial Day</td>
<td>Veteran's Day</td>
</tr>
<tr>
<td>Lincoln's Birthday</td>
<td>Independence Day</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>President's Birthday</td>
<td>Labor Day</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

A listing of dates of state holidays for the current calendar year is available in the Human Resources Office. Individual collective bargaining agreements are to be consulted to determine provisions concerning holiday compensation and/or compensatory time off for work performed on a holiday.

**Note:** Faculty follow the official college calendar as printed in the college catalog. Employees not covered by collective bargaining units shall receive holiday benefits in accordance with Section 5-254 of the General Statutes which states: "(a) Each full-time permanent employee in the state service shall be granted time off with pay for any legal holiday. If a legal holiday falls on a Saturday, employees shall be granted equivalent time off on the Friday immediately preceding such Saturday or given another day off in lieu thereof. The Commissioner of Administrative Services may issue regulations governing the granting of holiday time to other employees in the state service. (b) Any employee in the state service compensated on an hourly or per diem basis shall be entitled to time off with pay commensurate with any time granted by order of the Governor to salaried employees with pay. (c) No state employee shall be required to work any legal holiday solely by reason of the convening of the General Assembly on such day."
EMPLOYEE BENEFITS

Medical & Dental Insurance
The following plans are currently offered to employees by the State of CT:

Medical Plans

Point of Service Plans (POS)
- Anthem State Preferred POS
- Anthem State BlueCare POS
- Health Net Charter POS
- ConnectiCare Open Access POS

Point of Enrollment Plans (POE)
- Anthem State BlueCare POE
- Health Net Charter POE
- ConnectiCare HMO Open Access

Point of Enrollment – Gatekeeper Plans (POE-G)
- Anthem State BlueCare POE Plus
- Health Net Passport HMO
- ConnectiCare HMO Personal Care

Dental Plans

- Blue Cross Indemnity Dental
- CIGNA Dental Health

Rate information and other questions regarding medical and dental insurance can be obtained in the Human Resources Office.

Personal Leave Days

Each full-time employee who has served in state service for a minimum of six (6) months, shall be granted three (3) days personal leave of absence with pay in each calendar year. Each part-time employee in classified service who has completed the equivalent to six (6) months of continuous full-time service shall receive pro rata personal leave, based on the ratio of the employee’s work schedule to the 35-40 hour work week. (Refer to respective Collective Bargaining Agreements.)

Personal leave of absence shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken in the calendar year in which they are granted, shall not be accumulated, and, therefore, not carried to the following calendar year. Except in an emergency situation, staff members shall give at least three (3) working days notice to the appropriate supervisor. Faculty should take personal leave of absence on days in a manner that is least disruptive of the instructional program and the educational progress of students.
All requests for personal leave days must be made in writing to the supervisor.

Retirement Plans

The Connecticut State Retirement System

TIER I - Available to all employees who began employment on or before July 1, 1984.
This plan has a payroll deduction. It is not available to employees who began state employment after July 1, 1984. Anyone having questions regarding Tier I should contact the Human Resources Office.

TIER II - Available to all employees who began employment on or after July 2, 1984.
It has no payroll deduction. Employees who began employment on or after July 2, 1984 who chose the CT State Retirement System were automatically placed in Tier II. Effective July 1, 1997, Tier II SERS members may retire on the first of any month on or after attaining age sixty-five with at least 5 but less than 10 years of actual state service. If you retire before age 62 and have 10 years service, you will be penalized by having a deduction from your retirement benefit for every year under 62. Vested rights are available after 5 years of service regardless of age.

TIER IIA - Available to all employees who began employment on or after July 1, 1997.
Employees hired on or after July 1, 1997 are automatically placed in TIER IIA, the new SERS defined benefit plan unless they are eligible to participate in the ARP Plan. Employees rehired on or after July 1, 1997 are also members of Tier IIA, unless the application of SERS service bridging provisions mandates placement in either Tier I or Tier II. Tier IIA plan is essentially the existing Tier II plan (including five-year vesting) with the following exceptions:

- Employee contributions are required; specifically, two percent of salary.
- Tier IIA members may receive credit for the same non-state service allowed in Tier II, provided that payment is made for such in the amounts determined under the formulas set forth in Tier I.

State of Connecticut Teachers Retirement System - Available to Teaching Unclassified Employees
Certain restrictions apply. For further information, contact the Human Resources Office.

Alternate Retirement System
TIAA/CREF of New York - Available to Unclassified Employees
Information on this plan is available in the Human Resources Office.

Note: Within the first six (6) months of employment, employees are required to complete form CO-932, Designation of Retirement Plans, selecting a retirement plan and naming beneficiaries. Once a retirement plan has been chosen, it cannot be changed unless the employee leaves state service.
Savings Bonds
Information and forms to invest in savings bonds are available in the Payroll Office.

Sick Leave
All full-time employees accrue sick leave with pay for continuous service at the rate of one and one-quarter days per full calendar month. Each part-time employee shall receive pro rata sick leave, based on the ratio of the employee’s work schedule to the 35-40 hour work week. (Refer to respective Collective Bargaining Agreements.)

Earned sick leave is granted to an employee who is incapacitated for duty. An acceptable medical certificate (submitted to the Human Resources Office) is required to substantiate a request for sick leave in the following situations:

- Any period of absence of more than five (5) consecutive working days;
- Absence from duty which recurs frequently or habitually, provided that the employee has been notified that a certificate will be required; and
- Leave of any duration when evidence indicates reasonable cause for requiring such a certificate.

Funeral Leave
Funeral leave is contingent upon the availability of earned sick leave and charged against sick leave. (Refer to respective collective bargaining agreements.)

Medical Appointments
Medical appointments should be scheduled outside of regular work hours. However, whenever that is not possible, staff may request sick leave in advance to be used for these appointments.

Note: Upon retirement, pursuant to Chapter 66 or 167a of the CT General Statutes, a staff member shall be compensated at the rate of one-fourth of his or her daily salary for each day of sick leave standing to his or her credit as of the last day on the active payroll, up to a maximum of 120 or 240 days, depending on date of hire.

Staff Development Opportunities
The President and Administration of GCC hope that all employees have a useful, productive and personally satisfying work experience at the College. To help accomplish this goal, opportunities for training and professional development are made available to all employees. The type of opportunities for training are varied, dependent upon collective bargaining contract considerations. In general, however, most employees are eligible for on-the-job training, workshops, seminars and state-sponsored training courses. Full or partial tuition reimbursement may be available. For additional information regarding eligibility for individual or dependent’s tuition waivers, refer to your collective bargaining agreement.
Supplemental Benefits Program
The Office of the State Comptroller has established a Supplemental Employee Benefits Program which offers insurance for short-term and/or long-term disability, auto and homeowners, universal life and long-term care. For more information, contact the Human Resources Office.

Tax-Sheltered Annuities
An employee may voluntarily participate in a tax-sheltered annuity program. Contact the Human Resources Office for any limitations on companies the State Comptroller may have in place.

Vacation
After six (6) months of continuous employment in state service, a full-time permanent employee accrues vacation as shown in the chart below according to union collective bargaining agreements. Part-time employees who have completed the equivalent to six (6) months of full-time continuous state service shall receive pro rata vacation time based on the ratio of the employee's work schedule to the 35 - 40 hour work week. (Refer to respective Collective Bargaining Agreements.) Please note that faculty do not accrue vacation time. Also, unclassified management personnel accrue vacation days at the rate of 1.83 per month of service which may be used as accrued. (Refer to Personnel Policies for Management Employees in the CTC System, Section 7-10 Vacation.)

<table>
<thead>
<tr>
<th>Union</th>
<th>Days (1-5 Years of Service)</th>
<th>Days (6-20 Years of Service)</th>
<th>Days (20+ Years of Service)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSCME Support Staff</td>
<td>12</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Maintenance Services</td>
<td>12</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Administrative &amp; Residual</td>
<td>12</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>4Cs &amp; AFSCME &quot;Merged&quot;</td>
<td>22</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>AFT Counselors/Librarians</td>
<td>22</td>
<td>22</td>
<td>22</td>
</tr>
</tbody>
</table>

Vacation day(s) request(s) should be in writing and subject to prior approval by the respective supervisor.

Eligible employees leaving state service shall receive a lump sum payment for accrued unused vacation time. All administrators and non-teaching faculty who have been notified of termination of their appointment are required to use all accumulated vacation time prior to expiration of the final appointment year unless other arrangements are specifically authorized in writing by the College President. Please note that faculty do not earn vacation time. Vacation days do not accrue during any month in which an employee is on leave of absence without salary for more than five (5) days, except specific leaves identified in the collective bargaining agreements.

All staff members are reminded to review their respective collective bargaining agreements regarding the use of vacation time.
## Waiver of Tuition
### Community Colleges Tuition Waiver Information

*(according to Collective Bargaining Agreements)*

<table>
<thead>
<tr>
<th></th>
<th>CCCC</th>
<th>AFT</th>
<th>AFSCME ACL’s</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Eligibility</strong></td>
<td>Employees who work 20 or more hours per week.</td>
<td>Employees who work 20 or more hours per week.</td>
<td>Employees who work 20 or more hours per week.</td>
</tr>
<tr>
<td><strong>Dependent/Spouse of Eligible Employee</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Specific Waivers</strong></td>
<td>General Fund Tuition, Application Fee, Program Enrollment Fee, College Services Fee, and Student Activity Fee. Also, effective July 1, 2002, fees for non-credit course offerings and extension credit course offerings on a space available basis under certain circumstances.</td>
<td>General Fund Tuition, Application Fee, Program Enrollment Fee, College Services Fee, and Student Activity Fee. Also, effective July 1, 2002, fees for non-credit course offerings and extension credit course offerings on a space available basis under certain circumstances.</td>
<td>General Fund Tuition, Application Fee, Program Enrollment Fee, College Services Fee, and Student Activity Fee. Also, effective July 1, 2002, fees for non-credit course offerings and extension credit course offerings on a space available basis under certain circumstances.</td>
</tr>
<tr>
<td><strong>Limitations</strong></td>
<td>None, but the Board reserves the right to offer waivers on a more limited basis in the future.</td>
<td>None, but the Board reserves the right to offer waivers on a more limited basis in the future.</td>
<td>None, but the Board reserves the right to offer waivers on a more limited basis in the future.</td>
</tr>
<tr>
<td><strong>Specific Exclusions</strong></td>
<td>Bargaining unit members who work less than 20 hrs./wk., incl. p/t lecturers.</td>
<td>Bargaining unit members who work less than 20 hrs./wk., incl. p/t lecturers.</td>
<td>Bargaining unit members who work less than 20 hrs./wk.</td>
</tr>
<tr>
<td><strong>Authority</strong></td>
<td>Article XXI, Section 8 of the Congress Collective Bargaining Agreement and Article XXI, Section 7 of the merged Congress/AFSCME Agreement.</td>
<td>Article 8.3.19 of the Collective Bargaining Agreement as modified by agreement between the parties.</td>
<td>Article XXI, Section 7 of the merged Congress/AFSCME Collective Bargaining Agreement.</td>
</tr>
</tbody>
</table>
## Waiver of Tuition and/or Fees (pg. 2)

### Community Colleges Waiver Information

<table>
<thead>
<tr>
<th>Employee Eligibility</th>
<th>Management</th>
<th>Classified Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Employees</td>
<td>Employees who work at least 20 hours per week.</td>
<td></td>
</tr>
</tbody>
</table>

| Dependent/Spouse of Eligible Employee | Yes                     | Yes                      |

| Specific Waivers               | General Fund Tuition, Application Fee, Program Enrollment Fee, College Services Fee, and Student Activity Fee. Also, effective July 1, 2002, fees for non-credit course offerings and extension credit course offerings on a space available basis under certain circumstances. | Application Fee, Program Enrollment Fee, College Services Fee, Student Activity Fee. |

| Limitations                    | None applicable         | None applicable         |

| Specific Exclusions            | Employees who work less than 20 hrs./wk. | Employees who are not full time. |

| Authority                      | Section 7-80 of the Personnel Policies for Management Employees (CTC System). | Section 6.3 IV of B.O.T. policies; as interpreted by the Chancellor |

For more detailed information, please refer to the respective Collective Bargaining Agreement(s).
EMPLOYEE BENEFITS

Voluntary Schedule Reduction Program
(Excerpted from Employee Relations Memorandum No. 96-26, dated June 6, 1996)
(Based on CT State Regulations, Sections 5-248-c-1 through 5-248-c-3, dated May 14, 1996)
In general, this program is available to classified employees who have passed their initial working test periods and unclassified employees who have served in their unclassified positions for more than six months. An eligible employee may request individual full or partial days off on an occasional basis OR a reduction in the number of hours worked per week on a regular basis. A request will not be granted if it will result in the employee falling below the threshold for eligibility for health insurance benefits.

Staff interested in taking advantage of this unpaid leave program should submit a request in writing to his or her supervisor. The College may designate someone other than immediate supervisor. Include the starting and ending dates and the number of hours of the leave requested. Note that all voluntary schedule reductions must be pre-scheduled. The decision to approve a request for a voluntary schedule reduction is at the discretion of the President.

The Voluntary Schedule Reduction Program may not be granted if it results in additional salary costs to the College. Questions may be addressed to the Human Resources Office, Room 130, Long Wharf.

Waiver of Certain Fees
The college application fee, program enrollment fee, college services fee and student activity fee shall be waived for full-time employees of the Connecticut community college system and their spouses and dependent children. Application forms are available in the Business Office, Long Wharf, Room 128. The staff member should fill out the form and forward to the Director of Finance & Business Services, Room 128, Long Wharf, for approval. Once approved, the form is returned to the Business Office staff for processing.

Workers’ Compensation Injury Reporting Procedures
It is the policy of the State to have an employee notify his or her supervisor of an occupational injury and/or disease within 24 hours of the injury or illness. The employee must report the injury to his or her supervisor or other designated authority without delay regardless of the seriousness of the injury or its cause. Any delay in reporting your injury increases the chance that it may be disputed.

An accident report form for personal injury on campus should be filled out by the injured party and forwarded to his or her immediate supervisor and the Human Resources Office. When the report is received, the Human Resources Office is required to call the 1-800-828-2717 Injury Reporting Hotline at Medinsights. The Workers Compensation program at Medinsights is a subsidiary of GAB Robins of North America.
Bulletin Boards

Bulletin boards help to improve the system of internal communication.

**General Purpose Bulletin Boards**
Students, staff and faculty may post notices of an appropriate or suitable nature on all general-purpose bulletin boards. Notices that are considered inappropriate or unsuitable for internal posting include those that are:

- commercial in nature with no direct benefit to students or the College,
- in violation of Board of Trustees’ policies,
- offensive according to community standards,
- illegal,
- covering up legitimate notices, and

Persons posting notices are responsible for removing them once the message is outdated. The Dean of Administration is to be consulted to resolve any question of what constitutes an inappropriate notice.

**Special Purpose Bulletin Boards**
Special purpose bulletin boards or cases are those that are designated for and are meant to be controlled by a particular office or department, e.g., Human Resources, Deans. There shall be no posting of notices on special bulletin boards or cases except for the purpose for which they are intended.

The particular unit is responsible for its own displays and for removing any outdated or inappropriate material.

**Posting on Hallway and Classroom Wall Spaces, Doors, Windows, Elevators and Other Nondesignated Areas**
These spaces are not to be used for posting notices. Staff and students are expected to use the designated bulletin board display areas.
COMMUNICATION SYSTEMS

Campus-wide Computer Network

What is Intranet on Mercury?
All administrative computers on the campus-wide network have access to an area called the Intranet on Mercury. In this area are a number of documents and programs which you can read, store, copy and edit, if you have permission to a certain folder.

Electronic Mail
All computers at GCC are on a campus-wide network that permits access to our file servers and printers, as well as the Internet. Staff must be validated by the network according to network instructions.

Using electronic mail to communicate with someone on the Internet is just like regular e-mail after it is determined how to address someone on another node, i.e., Apollo. GCC uses a popular e-mail program on the Internet, MS Outlook, which is the client to our MS Exchange Server.

General Information
General information and guidance to offices throughout the campus can be obtained from the Reception Desk at both campuses. Offices are generally open from 8:30 am to 4:30 pm with many also open one evening per week. However, all offices are expected to provide helpful information to all visitors on campus.

After hours, a security guard is available in the Security Hut located in the lower parking area of the College.

In the evening and on Saturdays, an Administrator is on duty at both campuses, as well as security guards.

Public Pay Telephones

Long Wharf
Cafeteria (3)
Outside the building (1)

North Haven
Cafeteria (1)
TTY Telephone

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Wharf</td>
<td>152</td>
<td>Student Disability Services</td>
</tr>
<tr>
<td>North Haven</td>
<td>102A</td>
<td>Student Disability Services</td>
</tr>
</tbody>
</table>

Communications Directory

The GCC Communications Directory is available to all staff. It contains the following information:

- Alphabetical and departmental staff listings
- Beeper and cell phone numbers
- Fax numbers
- Addresses & telephone information for community colleges and system office
- GCC Weather Infoline

The directory can be accessed from the Intranet – General Information – GCC Communications Directory.

Electronic Message System

The Electronic Message System allows the college community to post announcements via television monitors located on both campuses. The system is available to all members of the college community. Students must obtain the signature of a faculty or staff advisor. Only messages related to college activities will be posted; this includes activities sponsored by the college and activities sponsored by community groups or local businesses in cooperation with the college.

Request forms are available in the Long Wharf Library and Faculty Support Office or the Mailroom on the North Haven campus. All sections must be completed. Please allow 48 hours advance notice. In posting information, please be sure to include the date, time and room number.
COMMUNICATION SYSTEMS

(including campus designation) of the activity. Faculty members who will miss classes due to illness must call the Office of the Dean of Learning at 203-285-2071, not the Office of Educational Technologies. You may send completed videofax forms via interoffice mail to either the Long Wharf or North Haven Office of Educational Technologies.

Voice Mail System

Each full-time employee is assigned a telephone voice mailbox with exclusive password access. You can record a personal greeting to let callers know when you are in or away from the office. Messages left in your voice mailbox can be accessed from anywhere that you have access to a touch-tone phone (Instructions are listed in the FAQ).

The following instructions should assist staff in utilizing the College’s voice mail system.

<table>
<thead>
<tr>
<th>Setting up Voice Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Press the VOICE MAIL button on your phone.</td>
</tr>
<tr>
<td>• When prompted for your PASSCODE, press 1234.</td>
</tr>
<tr>
<td>• There is a TUTORIAL programmed for all new mailboxes which you will hear. The tutorial will instruct you step by step in order to create a new PASSCODE, your personal GREETING and your NAME in your own voice.</td>
</tr>
<tr>
<td>• Once the TUTORIAL is started you must complete it or it will still be the same tutorial the next time you enter your mailbox.</td>
</tr>
<tr>
<td>• PASSCODE, GREETING and NAME can be change at any time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>To transfer a call to another extension . . .</td>
</tr>
<tr>
<td>• Ask the party to wait.</td>
</tr>
<tr>
<td>• Press the FLASH button.</td>
</tr>
<tr>
<td>• Dial the extension number where you want the call transferred.</td>
</tr>
<tr>
<td>• Announce the call when the called party answers and hang up.</td>
</tr>
</tbody>
</table>

| To transfer a call to an outside party (if your system is programmed for this feature) . . . |
| • Ask the connected party to wait. |
| • Press the FLASH button and listen for recall dial tone. |
| • Dial the code 9 for an outside line, the outside number, and listen for ringback. |

If the called extension is busy or does not answer, press FLASH to return to the original caller.

<table>
<thead>
<tr>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>To place a party on non-exclusive hold . . .</td>
</tr>
<tr>
<td>• Ask the party to wait.</td>
</tr>
<tr>
<td>• Press the HOLD button once.</td>
</tr>
<tr>
<td>• Hang up.</td>
</tr>
</tbody>
</table>

| To place a call on exclusive hold . . . |
| • Ask the party to wait. |
| • Press the HOLD button twice. |
| • Hang up. |
**Call Forward – All Calls**

*To forward all incoming calls to another extension...*
- Lift the handset and listen for dial tone.
- Dial the registration code *34.
- Dial the extension number where you want to forward the calls and listen for service tone.
- Hang up.

*To cancel Call Forward – All Calls...*
- Lift the handset and listen for dial tone.
- Dial the cancellation code #34 and listen for service tone.

---

**Call Forward – Busy/No Answer**

*To forward all calls to another extension if your line is busy or unanswered...*
- Lift the handset and listen for dial tone.
- Dial the registration code *33.
- Dial the extension number where you want to forward your calls and listen for service tone.
- Hang up.

*To cancel Call Forward – Busy/No Answer...*
- Lift the handset and listen for dial tone.
- Dial the cancellation code #33 and listen for service tone.
- Hang up.

---

**Call Forward – No Answer**

*To forward all calls to another extension if you do not answer within a certain time...*
- Lift the handset and listen for dial tone.
- Dial the registration code *32.
- Dial the extension number where you want to forward your calls and listen for service tone.
- Hang up.

*To cancel Call Forward – No Answer...*
- Lift the handset and listen for dial tone.
- Dial the cancellation code #32 and listen for service tone.
- Hang up.

---

**Conference**

*To add an inside extension or outside party in order to have a three-way conference call...*
- Ask the party to wait.
- Press the FLASH button and listen for recall dial tone.
- Dial the extension number.
- Or
  - Dial the code 9 for an outside line and the outside number.
  - Tell the called party that you are forming a three-way conference.
Voice Mail Menus

**Main Menu**
- 6 Make Message
- 7 Play Message
- 8 User Options
- 9 Exit the System

**Make Message (Record Menu)**
- 2 Append
- 3 Discard
- 7 Review
- 6 Message Addressing
- 9 Send & Exit to Main Menu

**Play Message**
- 2 Answer (inside only)
- 3 Discard
- 4 Give (copy to another mailbox)
- 5 Keep
- 6 Make
- 7 Play Again
- 9 Exit to Main Menu

**User Options**
- 4 Greeting
- 5 Distribution List
- 6 Name
- 7 Passcode
- 8 Tutorial
- 9 Exit to Main Menu

**Message Addressing**
- 2 Confidential
- 3 Future Delivery
- 7 Receipt
- 8 Urgent
- 9 Exit to Previous Menu

**Helpful Hints**
- * Back Up 5 Seconds
- # Forward 5 Seconds
- 1 Pause for 30 Seconds

When finished, always **EXIT** the system by pressing the 9 key

**Voice Mail Most Frequently Asked Questions**

**Q. How do I get into voice mail to use it if my MESSAGE light is not lit?**
A. Press the button labeled VOICE MAIL on your phone and it will take you to your mailbox.

**Q. How do I access voice mail from home or on the road?**
A. Dial 285-2000, you will be answered by an Auto Attendant, press the **“*”**, you will be in the Message Center, enter your mailbox number (which is the same as your extension number), press **“*”** when you hear your greeting, enter your passcode when prompted.
Q. How do I get into voice mail from someone else’s phone at Gateway – Long Wharf or North Haven?
A. Press VOICE MAIL and wait for Voice Mail to answer, press “*”, enter your mailbox number (which is the same as your extension number), press “*” when you hear your greeting.

Q. How do I transfer a call directly to someone’s mailbox?
A. Press the FLASH button, press VOICE MAIL and wait for Voice Mail to answer, press “*”, enter the mailbox number and hang up.

Q. How do I change my voice mail greeting, or my passcode?
A. Once you have logged into your mailbox – from the main menu press “8”, the “U” key for User Options, which will put you into the User Option menu. You then press “4”, the “G” key for Greeting, to change your greeting or press “7”, the “P” key for Passcode, to change your passcode.

Q. When will calls be forwarded to voice mail?
A. The system will forward a call to voice mail if you do not answer the call within 5 rings. If both your lines are busy, the caller will be forwarded immediately.

Q. How can I answer other phones ringing in my department if their line isn’t on my phone?
A. If that phone is part of your pick up group, you press the PICK UP button and you will have that call on your phone.

Website for GCC
Gateway’s web address is http://www.gwcc.commnet.edu. The site provides information for students, faculty, staff and the community at large. Visitors have access to a single web-based source for information relating to programs, courses, list of faculty and staff, and requirements. All important services such as admissions, financial aid, and business and industry have informational pages. Visitors may also review course offerings, programs of study and prerequisites. A link to the community colleges self-service student information system allows for easy access to personal and academic information, financial aid information, and online registration for courses.

Students, faculty, staff and the community benefit from easy access to our library’s resources which include the public catalog and our full text periodical databases. These services are available remotely as well as in-house.

Gateway’s site also posts employment opportunities at the College.
Budget Planning Cycle

The College operates on a fiscal year calendar which begins July 1 and ends June 30. Please note that once the new year budget has been submitted and approved, it may be difficult to fund unplanned expenses. The following budget calendar is representative of a “normal” budget year. The calendar may need to be altered from time to time to conform to the System Office and Legislative requirements.

- **Mid March** - The Dean of Administration distributes a report of current year-to-date and prior year expenditures by Organization and Banner Account to all Department Chairs/Directors to assist in the compilation of the coming year’s departmental budgets.

- **Early April** - Department Chairs/Directors propose a new year operating budget that is tied to departmental goals and includes educational assistants, student labor, goods, services, and equipment necessary to the operation of their department to their appropriate Dean via an electronic Excel Spreadsheet as distributed by the Dean of Administration. A copy of the departmental goals should also be forwarded to the appropriate Dean.

- **Mid April** – After a review of the budget requests and departmental goals, each Dean recommends his/her divisional operating budget request by Organization and Banner Account to the Dean of Administration. The Dean of Administration and his staff develop a comprehensive college budget based upon the operating requests, permanent personal service obligations, fixed charges requirements and college revenue projections. The entire package is then forwarded to the President and the Cabinet for their review.

- **Early May** – Budget hearings are scheduled to discuss the budget recommendations and to gather additional information. Generally these meetings are attended by the President, the Cabinet, the Director of Finance and Administration, the Department Chair/Director as well as representatives from faculty and staff councils.

- **Early June** – Departmental budget requests are approved by the President and are submitted to the System Office for the approval of the Board of Trustees as part of the entire Community College budget.

- **Late June** – Once the Board of Trustees votes and accepts the budget, the Deans are notified of the approval and the budget details are loaded into Banner.

- **At some later point in time** - Equipment requests are finalized when the capital budget is distributed by the Board Office.

Expenditures must be made during the fiscal year they are budgeted. Unencumbered budget balances are not carried forward from year to year. Any items ordered in one fiscal year but not paid for until the following year may be charged against the following year budget, therefore approved
PROCEDURES & SERVICES

requisitions should be forwarded to the Purchasing Office by April 1 in order to ensure that they will be processed in the current fiscal year.

Budget reports are distributed monthly by the Office of the Dean of Administration to the Deans for distribution within their divisions. In addition, BANNER on-line, real-time budget access is available to all budget managers. On-Line BANNER budget access is strongly encouraged. Requests for budget manager access should be initiated by the appropriate Dean to the Dean of Administration or his designee.

Corporate and Continuing Education

Business & Industry Services

Business and Industry Services puts the resources, facilities, expertise, and state-of-the-art technology of Gateway Community College at the service of area businesses. This office meets the needs of new and established businesses with a full range of comprehensive, cost-effective, and convenient education training services. The office provides affordable learning opportunities to professional groups, labor organizations, state agencies, and other educational institutions. Business & Industry staff design and assist with the design of training programs that may receive state and federal funding or sources that support business development.

Business and Industry Services is flexible to meet the specific needs of business. Workshops, seminars, and courses for college credit are planned around business schedules and conducted at the business location or at the College. Program content is tailored to address specific questions and problems and can be adapted to accommodate small and large groups of employees. Examples of special programs designed for some of Connecticut’s leading employers are listed below:

- A customized English course for non-English speakers prepared 45 employees on three shifts at a medical supply company involving a new integrated manufacturing process.
- A computer-integrated manufacturing laboratory serves both as part of a degree program in the College’s Manufacturing Engineering Technology program and as a training site for IBM users in business and industry.
- Credit courses in medical terminology and medical transcription were held for employees of a large Connecticut hospital.
- A large technical manufacturer used GCC to provide assessment, basic math, and literacy courses for employees who needed to improve their skills to meet the demands of a corporate-wide quality improvement project.
- Production employees laid off by plant closings were retrained for new careers in office automation.

Business and Industry Services helps businesses design and deliver complete programs and provides the resources required to meet those needs. Some programs include:

- Customized training and retraining
- Supervisory training programs for middle managers
- Technical training for field service personnel in the public utilities
- Senior management training with internationally recognized programs
- Development and implementation of Succession Management Programs
PROCEDURES & SERVICES

- LEAN training for all organizations and industries, i.e., banking, medical, manufacturing
- Needs assessments, with related research and analysis
- Basic literacy and math skills
- Basic and advanced computer training
- Manufacturing training in CAD, CNC, CAM, and ROI
- English as a Second Language
- Televised instruction, state-wide teleconferencing, and national down-link capabilities
- Small business development assistance
- Quality assurance and customer service

All Business and Industry Services credit and non-credit courses may be offered on-site at the customer’s location if logistically and technically feasible.

Continuing Education/Community Services  
North Haven - Room 120 (203) 285-2502

The Continuing Education and Community Services office provides affordable learning opportunities in a continuing process of education for individuals, business employees, members of community organizations, and others.

Some non-credit offerings, such as motorcycle riding courses, are designed as recreational and leisure activities. Other offerings provide such specific employment skills as computer literacy, Emergency Medical Technician (EMT), and phlebotomy training.

The College also offers a series of courses that provide professional assistance in various areas of small business development and management. These courses are designed for individuals either currently engaged in small business management or planning to start a small business.

The Connecticut Department of Education has approved GCC as a site for Continuing Teacher Certification and Praxis preparation programs.

Workforce Development Institute  
North Haven - Room 100 (203) 285-2302

The Workforce Development Institute offers non-credit certificate training programs which provide new occupational skills to dislocated workers and those who need updated or additional workplace skills. These programs have been approved by local workforce development boards and meet the criteria for inclusion on the CT Department of Labor Eligible Provider List for the Workforce Investment Act. A certificate program may be taken in its entirety or as independent, selected courses. They are offered in modules, with rolling start dates to accommodate student needs. Classes are held in the evening and weekends. These courses are open to the public.

Training is provided in a variety of career tracks including Medical Billing Associate, Bookkeeping, Desktop Publishing for the Graphics Industry, Web Site Development, Web Design, Precision Manufacturing (including CNC Programming), AutoCAD, Business Professional Computer Skills, COMPTIA A+ Certification and .NET Programming.
The Workforce Development Institute also creates and coordinates occupational skills training programs in partnership with local community agencies. Training has been provided to cohort groups for entry-level positions as Call Center/ Customer Service Agents. It also provided community outreach workshops in customer service to New Haven residents in preparation for opportunities in the retail industry.

Staff members are available to provide career exploration and counseling and to discuss funding opportunities and procedures.

**Emergency Procedures**

Safety is everyone’s responsibility. If an employee becomes aware of a hazardous situation or finds equipment in an unsafe condition, report the situation to the appropriate supervisor who will report it to the Director of Facilities & Events Management, Long Wharf – ext. 2223, or North Haven – ext. 2417.

*Note: A Standing Committee on Health and Safety continuously reviews and updates all procedures concerning bomb threats, fire evacuation, etc.*

**Bomb Threats**

*(Note: All bomb threats are handled via the Office of the Dean of Administration.)*

**Receiving Bomb Threats by Phone**

- Write out the complete message in its entirety.
- Get the date, time and the place of where the bomb will detonate and any other specifics the caller may give.
- Get description of caller's voice and any other identifying data, i.e., tone, accent, speech, manner, background noises, etc.

**Coping with Threatening or Violent Individuals**

*(Excerpted from the Bureau of National Affairs, Inc. 1996-98, HR Policy Handbook)*

Effective handling of threatening or violent individuals requires you to use good judgment and common sense and rely on your own assessment of the particular situation. Nevertheless, you might be able to resolve or cope with many types of threatening or violent situations by following the guidelines below:

*When confronted with an angry or hostile individual:*

1. Stay calm.
2. Listen attentively and maintain eye contact.
3. Be courteous and patient, but try to keep the situation under control by expressing a willingness to sit and calmly discuss the matter with the individual.
When confronted with a person shouting, swearing, threatening violence, or engaging in bizarre or dangerous behavior:

1. Stay calm.
2. Be courteous and patient, but maintain your distance from the individual.
3. Signal a co-worker or supervisor that you need help. Do not call for help yourself if the individual is directly confronting you.
4. Have the co-worker or supervisor call the Dean of Administration at Ext. 2021. If there is no response, call 9-911 for assistance.
5. Have a prearranged code to signal that there is a problem.

When confronted by someone with a gun, knife or other weapon:

1. Stay calm.
2. Never try to grab the weapon.
3. Quietly signal co-worker or supervisor that you need help. Do not call for help yourself if you are being directly confronted by the individual.
4. Have the co-worker or supervisor call the Dean of Administration at Ext. 2021. If there is no response, call 9-911.
5. Have a prearranged code to signal that there is a problem.
6. Be courteous and patient. Keep talking, but follow the instructions from the person who has the weapon. Stall for time, but do not risk harm to yourself or others.
7. Watch for a safe chance to escape to a safe area. Take direction from the police or other security personnel once they arrive on the scene.

Also refer to the Board of Trustees’ Policy on Violence Prevention & Response on page 38.

Power Outage Procedure

In the event that electrical power to the College is lost, please evacuate the building.

Emergency Evacuation of Campus Buildings

The evacuation signal at both campuses is a LOUD audible alarm.

Emergency Phones

Emergency phones for calling 9-911 and in-house urgent situations are located in each classroom. Call numbers are posted next to the phones.

Lock down situations will be broadcast to the entire college community over the College’s standard phone system.

Fire Evacuation Plan

Fire can be one of the most serious emergencies to affect a facility. Familiarity with and practice of the fire evacuation plan are the means by which lives can be saved. The greatest danger from fire often lies in panic and smoke rather than in the blaze itself. It is important to remain calm, to reassure students, faculty and staff and not to shout, “fire!”
PROCEDURES & SERVICES

When you locate a fire, immediately **R.A.C.E.**

**RESCU**
**ESCAPE**
**ALARM**
**CONFINE**
**EXTINGUISH**

**Rescue, Evacuate, Life Safety, Priority One**
As an administrator, faculty or staff member, it is expected that you will provide leadership and assist with building evacuation.

- Evacuate those faculty, staff and students who are directly affected by smoke, heat, etc. All faculty, staff and students are to clear the entrances of the buildings and are to remain at least one hundred (100) feet from the building during emergency situations, remaining in the parking lots, keeping access roads clear.

- Individuals with disabilities who require help in evacuating the buildings will be assisted to a safe zone to await help from emergency personnel.

**Alarm - Initiate the Alarm**

- If possible, notify the Dean of Administration by dialing Ext. 2021 or cell 464-1556. If notification is not possible, activate alarm by pulling the nearest pull station.

- Upon notification, give the following information:
  * name of person calling,
  * the location of caller,
  * any injuries if they are known, and
  * if there are any individuals with disabilities requiring assistance.

- Activation of the fire alarm indicates emergency conditions exist within the building. The silencing of such alarms is the responsibility of the Maintenance Building Supervisor or the Building Superintendent, as appropriate.

- When the fire alarm has been silenced, you should not assume that the emergency condition no longer exists. Notification to re-enter the building will be made by either the Fire Department or the Dean of Administration or his designee.

**Confine - Prevent the spread of fire, isolate the fire -- close windows & doors**

- Keep the fire and smoke doors closed to confine and prevent the spread of fire.
Extinguish - ONLY attempt to extinguish the fire after all evacuation and life safety measures are met.

Emergency Care Guidelines (Accident or Sudden Illness)
Three types of action are possible:

- Immediately call Security or the Dean of Administration;
- Obligatory provision of assistance, as in an accident in a laboratory or on a field trip;
- Voluntary assistance based on the best judgment of the staff member involved.

Steps to Follow on Campus
- Call Security and relate what kind of emergency, the degree of emergency, building location, condition of the person requiring the emergency care. Try to stay calm.
- Security or the Dean of Administration will notify the appropriate Emergency Care Affiliate, and direct them to the scene.

Report all cases of college-related accidents or illness, on and off campus, to the Office of the Dean of Administration as soon as possible. Remember to write down the name of the victim, the circumstances, what was done (what occurred and what interventions were attempted), name(s) of witness(es), and name(s) of person(s) rendering assistance.

Steps to Follow Off-Campus
Field trips, athletic events, concerts, plays, etc.:

The faculty advisor should decide the course of action to be taken according to the above guidelines and according to the situation.

Classifications of Emergencies

Life Threatening or Risk of Permanent Injury
- Question of heart attack - prolonged, heavy pressure or squeezing pains in the center of the chest, behind the breastbone. Pain may spread into the shoulder, arm, neck, or jaw. Pain or discomfort is often accompanied by sweating. Nausea, vomiting, or shortness of breath may also be present. Symptoms may subside and then return.
• Difficulty in breathing.
• Prolonged unconsciousness or semi-consciousness.
• Severe, uncontrollable bleeding.
• A wound in which an area is badly crushed.
• Loss of a limb, finger, tooth, etc. (Remember to bring the severed part to the hospital).
• Extensive or deep burns.
• Signs of a reaction following an insect sting, e.g., dizziness, weakness, anxiety, pounding headache, sensations of suffocation, itching, skin reactions.
• Prolonged convulsions.
• Falling accident where injury may have occurred. Symptoms of injury may not be present, e.g., back injury.
• Anything else that YOU consider to be an emergency.

Get immediate medical assistance and at the same time give emergency first-aid care to the victim. Enlist the help of others who are present. Follow the steps in the general guidelines.

Emotional Emergency
An emotional emergency is one in which you feel the person may be liable to hurt himself or others, or one in which he/she is extremely disoriented. Examples are:

• Question of drug overdose.
• Question of suicidal attempt.
• Severe emotional disorder, e.g., withdrawal, violent outburst, or extreme disorientation.
• Apparent intoxication.

In such cases, observe the individual and elicit information if possible. If warranted, call the Dean of Administration at Ext. 2021. If you know the individual is under 18 years of age, or if you feel he/she is mentally incompetent, call in a responsible relative. (Possible exception is the drug abuse person, who may receive treatment without parental consent.)

Give the person the choice of seeking immediate medical help at the hospital emergency room, family physician, mental health clinic, private therapist, or by calling a responsible relative. If the person is unable to walk or if transportation must be provided, call the Dean of Administration at Ext. 2021.

Non-emergency Accident or Illness
Accident or illness which is not an emergency, may require professional medical care in the immediate future:

• Call the Dean of Administration at Ext. 2021
• Provide for first-aid.
Equipment – Fixed Asset Procedures

The Purchasing Office is responsible for inventory record-keeping and bar-coding of capital and controllable assets. As soon as each item is received and accepted, a unique identification tag number is assigned, an appropriate barcode or other label attached where practical, and the number recorded on the receiving report, other source document, or automated system. A physical inventory is taken not less than annually to verify all capital and controllable assets for purposes of internal control, and so that the appropriate value at 6/30 can be incorporated into financial reporting.

You are accountable for the equipment that is assigned to your area. This means that you must notify the Purchasing Office immediately whenever bar-coded assets are transferred or moved. In addition, college property is not to be discarded, disposed of or temporarily loaned without proper prior authorization.

Equipment – Location Reassignment

When the permanent location of a bar coded asset is re-assigned to another location, you must notify the Purchasing Office immediately via an Inventory Equipment Transfer Form so that the inventory record can be updated to reflect the new location on BANNER.

Equipment – Temporary Loan

Portable college equipment including laptops, projectors, and any other portable (capital or controllable) equipment normally under the custody of the Information Technology, the Office of Media/Learning Resource or other department, may be loaned out to or assigned for extended use by individuals. In all such cases a Record of Equipment Loan – Off Campus Form must be on kept file with the loaning department.
PROCEDURES & SERVICES

College property is to be used for official business only.
Personal use of equipment is not allowed.
PROCEDURES & SERVICES

RECORD OF EQUIPMENT ON LOAN OFF CAMPUS

Date: __/__/__  Department Loaning Equipment: ____________________________

Equipment Information: Tag No./AV# __________________ Serial No. _______

Description/Condition _____________________________________________

The location of this equipment while on loan will be:

_________________________________________________________________

The equipment described is loaned to:

Name: (please print) ____________________________

Dept _________________________________________

This equipment is on loan from __/__/__ until __/__/__.

The above named individual will be responsible for loss due to theft or other cause and any damage, and will provide due care and security for the above described equipment until it is returned to the college. It is also the individual’s responsibility to notify the department loaning the equipment in the event of malfunction, breakdown, need for repairreplacement parts, or if there is any question as to proper operation, care and maintenance of the equipment. In the event of theft, a copy of a police report must accompany notification to the department loaning the equipment to remove it from the asset listing. If the equipment is missing, unaccounted for or returned with damages arising from the individual’s use of the equipment, the above named individual will assume full financial responsibility for replacement or repairs.

Your signature below verifies that you have received and accept responsibility (as described above) for the equipment herein described.

Signature: ____________________________ Date: __/__/__

Position/Department: ____________________________

Appropriate Dean’s Signature: ____________________________ Date: __/__/__

Please forward a copy of this form to the Office of the Purchasing Office for inventory control purposes and keep a copy for your records.

RECORD OF EQUIPMENT RETURN

The above equipment was returned on __/__/____ by:

(name) ____________________________ and received back into inventory by:

(name) ____________________________

Appropriate Dean’s Signature: ____________________________

Again, please forward a copy this form to the Purchasing Office upon return of the equipment.
Equipment and Surplus Property Procedures for Disposal

Under Board of Trustee Policy, the college can attempt to transfer internally any equipment which is still serviceable that has a book value net of accumulated depreciation in excess of $1,000. Non-capital equipment or equipment which is depreciated below $1,000 may not warrant the staff time and resources to pursue an extensive disposal process, given the likely financial return.

In any case, only the Dean of Administration, at his discretion may authorize the use of any one or more of the following disposal methods:

- Transfer within the CCC system or to any other state agency or DAS state surplus;
- Transfer to a local public education agency, municipality or charitable organization in the college’s service region, or the college foundation;
- Discarding of obsolete or damaged equipment that is unserviceable.

To obtain authorization, please notify the Director of Facilities via e-mail that you have surplus property needing removal and disposal. Please make sure that you CC the Purchasing Office so that the item is removed from the Banner Inventory and our asset account can be credited. Please include the following information within the body of your request:

- Location of the item
- Description and condition of the item
- The Bar Code Number
- Make
- Model, and
- Serial number

The Office of the Dean of Administration is responsible for notification of surplus property within the system and to other state agencies.

No item is to be destroyed or disposed of without proper authorization.
Facilities Reservation

It is the mission of GCC to support college and community programs in compliance with established policy guidelines.

GCC sponsors hundreds of credit and credit-free classes and numerous conferences and community service events throughout the year. The College co-sponsors major events with area agencies and organizations. All facility requests are subject to approval by the Director of Facilities and Events Management.

Definitions

**Sponsored**
Any activity that is run solely by a college department, e.g., departmental meetings, a student activities event.

**Co-Sponsored**
Any activity or event that is run by one or more college divisions/departments in conjunction with one or more outside organizations or other state agencies.

**Rentals**
Any activity that is run solely by an external organization, even another state agency. A rental fee is customarily charged.

Guidelines Regarding Facility Use

- The Office of Facilities and Events Management manages facilities scheduling for all non-academic room requests, as well as all inquiries from outside organizations requesting use of either campus.
- Public use of facilities cannot conflict with priorities of the institution, Connecticut state laws, Board policies or campus guidelines.
- Special sessions, programs, and events may be planned by faculty, staff, approved campus organizations, and approved community organizations and are subject to annual review.
- College policy sets the priority for facility use as follows:
  - Credit courses,
  - Credit-free courses,
  - Approved college activities and services, and
  - Remaining rooms available after all above are scheduled.

*Note:* Requests for use of GCC facilities are received continuously throughout the year. These requests are reviewed for compliance with state laws, Board policies,
Facility Use Policy for Outside Groups

- Facilities may be used on a space available basis by public and private agencies in accordance with any limitations or restrictions imposed by state laws, college and board policies, and are subject to a rental charge. Availability of space will not be researched until the scheduling of the credit, credit-free programs, and approved college activities and services have been finalized for each given semester and summer sessions.

- Use of campus facilities for religious purposes will be considered only in emergency situations and requires direct approval of the President.

- It is the basic principle of this College to provide open and balanced forums, including religious, upon approval. Requests for use of facilities that advocate a philosophical position not consistent with the mission of the College, or that advocate the overthrow of the government, or violate the U.S. Constitution will not be allowed to use any college facility. These requests will be reviewed and status determined by the Office of the Dean of Administration and may include consultations with the President.

- Commercial endeavors, including solicitation, are not allowed.

- Only fund-raising activities that directly benefit the College are subject to review and consideration for approval and must be co-sponsored by an approved college organization.

- Charges for the use of facilities are in accordance with the Schedule of Fees.

- Connecticut state agencies can request use of facilities and will be charged in accordance with the established Schedule of Fees.

- Requests for use of College facilities for activities that duplicate or compete with programs and/or services offered by the College or part of the college mission will be denied. Co-sponsored activities may be planned with appropriate college divisions and departments.

- The Policy Manual of the Board of Trustees requires outside users to provide proof of public liability and property damage insurance with a minimum of $500,000 coverage naming the College as an additionally insured party, at least one week prior to the usage date(s). High-risk events may require coverage in larger denominations.

- Connecticut state agencies are not required to provide the required Certificate of Insurance. Documentation may be required to prove state agency status.

- When an event is co-sponsored and/or facilities are rented by an external organization, a confirmation letter and rental agreement are prepared by the Office of Facilities and Events Management. This letter serves as a written agreement between the College and the outside organization and also acts as an official invoice. The initiator of the event is also responsible for meeting any ADA requests for services beyond college facility access; the College assumes responsibility for physical facility accommodations.

- The user may not publish information regarding the location of an event at GCC until the designee of the Office of Facilities and Events Management has indicated approval for the event and has sent a confirmation letter. The official college name is Gateway Community College, and must
PROCEDURES & SERVICES

appear as stated in all promotional materials and advertising.

• The College reserves the right to review and deny usage of facilities for any event considered extremely high risk and/or non-consistent with the College mission and policies.

Reserving Rooms

• Requests for space should be submitted on the Room Reservation form at least two (2) weeks in advance of the date requested or earlier, if possible. Rooms are reserved on a first-come, first-served basis. **Telephone calls and casual conversations do not constitute an official request.** Information regarding the location of an event should not be published or released until the reservation form has been signed, indicating approval and availability of the requested space. The completed form containing specific details helps eliminate the need for follow-up clarifying phone calls. Reservation forms are available via the Office of Facilities and Events Management.

• At times, additional maintenance staff may be required to support an activity, and charges may be incurred. Additional staffing is based on many factors including, but not limited to: size, complexity, day, and time of event. Sponsors and/or co-sponsors may be responsible for a portion of these fees.

Reserving the President’s Conference Room

Reservations for these rooms are handled via the President’s Office on a first-come, first-served basis. Reservations can be made via the telephone by calling extension 2061.

The Facility Reservation Forms

*Room Reservation* forms are available from the Information Desks at either campus.

Gifts – Procedures for Acceptance & Acknowledgment

The Board of Trustees of the CT Community College system has set forth specific guidelines concerning gifts to the college.

The rules provide that for gifts of cash, securities or property valued at $2,500 or less, the President is authorized to accept the gift. For gifts of cash, securities or property valued at more than $2,500 the gift must be referred to the Board of Trustees for formal acceptance.
It is critical that ANY donations of cash, securities or property to Gateway Community College be reported promptly to the President’s Office. Towards that end, the following procedure is to be used:

1. If a staff member or department is offered a gift within the definition of this Board policy, that staff member should contact the Dean of Administration to report the proposed gift.

2. If the gift involves personal property, the Dean of Administration is charged with reviewing the proposed item(s) and determining whether the item(s) will be usable by the College and whether there will be any ancillary costs attendant to receipt of said property. For example, if the proposed gift will require transport to the campus, installation requirements that might be involved to make the item usable, or other unforeseen costs, that fact must be clearly determined and delineated before acceptance of the proffered gift.

3. Once this review has been made, it shall be the responsibility of the Dean of Administration, jointly with the staff member and/or department head, to prepare a memorandum outlining the nature of the gift, the value of the gift, and any other costs that will be incurred if the gift is accepted.

4. If the gift is UNDER $2,500, the gift will then be accepted by the President on behalf of the College and the gift entered into the appropriate records of account. If the gift is OVER $2,500, a letter outlining the proposed gift is to be prepared by the Dean of Administration, with the assistance of the receiving department, for submission by the President to the Board of Trustees.

Under NO circumstances are gifts to the college to be accepted without first going through the procedures set forth above. This policy is in no way intended to dissuade potential donors from making gifts to the College, nor is it intended to dampen the enthusiasm many staff have displayed in seeking out such donations. Instead, it is established in order to ensure that all such gifts are, in fact, usable by the College and that all proper documentation of same be carried out in accordance with Board policy.

Forms are available from the Office of the Dean of Administration.

*Please refer to the Board of Trustees’ policy on page 31.*

**Grant Application & Administration (inc. Major Contracts)**

**Grant Proposal Development Process**

1. Requests for Proposal (RFPs) will be discussed with the appropriate Dean and staff to test for:
   - Goodness of fit with College mission.
   - Goodness of fit with College development plans.
   - The College’s ability to accomplish successful performance in the prescribed area.
   - Benefit to College – financial/other.

2. Programmatic/Service conceptualization will be the collaborative responsibility of the appropriate Dean, designated staff and the grant writer. All divisions affected by the grant should be consulted while the grant is in developmental stages.
3. The Grant Writer, in collaboration with the appropriate Dean, will designate responsibility for drafting technical language for the proposal within a specified time frame. Designated staff will serve in a consultative capacity to the Grant Writer within specified areas of technical expertise.

4. The Business Office should be consulted regarding the budget and indirect costs.

5. Human Resources will be consulted with regard to grant positions and salaries.

6. The Grant Writer will provide the Dean of Administration a summary of the programmatic and financial commitments as set forth in the proposal.

7. The preliminary proposal will be reviewed and approved by the appropriate Dean who will provide feedback to the Grant Writer for final completion of the proposal.

**Application Process**

1. The Grant Writer will be responsible for the completion of the proposal within the time frame specified in the RFP.

2. If positions are requested in a proposal, a job description will be prepared in conjunction with the Director of Human Resources.

3. All final proposals will be reviewed by the Dean of Administration.

4. The appropriate Dean will be responsible for briefing the Cabinet on details of the proposal and obtaining final approval from the president or designee to submit the proposal.

5. The Business Office will assign a unique identification number to each grant. This identifier should be referenced for all charges against the grant, i.e., purchase requisitions. Renewals of the same grant should refer to the ID number previously assigned.

6. All proposals in their final format will be submitted to all signatories.

7. The Grants Writer will be responsible for the delivery of the proposal to the designated location by the submittal deadline.

**Grant Administration**

These procedures apply to all funded grant proposals.

1. Each grant will have an identified grant administrator.

2. The grant administrator will be responsible for:
   a. Overall administration of the grant.
   b. Monitoring grant expenditures.
   c. Communicating initial information, as well as grant modifications to appropriate staff.
   d. Assuring compliance with grant regulations.
   e. Approving all grant expenditures.
   f. Overseeing timely completion of required reports.

3. The grant administrator will meet with the Business Office to determine budget reporting needs as well as proper coding of all expenditures.
4. To assist the grant administrator, the Business Office will provide detailed information on a monthly basis.

5. The grant administrator will oversee the facilitation of required grant reporting as per the schedule outlined in the Grant contract.

Please refer the Board of Trustees’ policy concerning grants on page 31.

Information Technology Department

Long Wharf – Room 117 Helpdesk – (203) 285-2040
North Haven – Room 130 Helpdesk – (203) 285-2410

Support

The Information Technology Department provides support for all college academic and administrative computing. This support includes collaboration in hardware and software selection, connection to network, support for various software packages for all staff, support for administrative systems, set up and configure hardware, configuration of software and troubleshooting/repair of hardware/software/network problems.

Gateway Community College is completely networked. Presently, all computers on campus are connected to the campus-wide network, which provides access to all other campus-networked equipment, System Data Center and the Internet.

Software that is purchased under education site-licensing agreements is to be installed on college-owned computers only. The selection of software on computers is determined by the department to which the computer lab/classroom belongs. Evidence of appropriate licensing is required before installation.

Staff members have access to the student record system (Banner) after requesting an account. Staff will be provided access to the new Student Records System (Banner) after it has been implemented and users are trained. All Student Record System users are to abide by the federal privacy laws applying to student records.

Requests for repairs, accounts, installation, and assistance should be submitted to the Information Technology Department in writing.

Note: The Information Technology Department abides by the Federal Software Piracy Laws and the policies of the Board of Trustees of Community Colleges. Please refer to these policies beginning on pages 16.

Instructional Design & Development

Long Wharf – Room 109 (203) 285-2108
The Department of Instructional Design collaborates with faculty, staff, students, and the larger community, to assist in conceptualizing, designing, planning and implementing models of instruction leading to appropriate delivery methods that are meaningful and viable to students served by Gateway. The Department of Instructional Design encourages interdisciplinary studies within and between departments and outside agencies. They will also respond to and work with multiple constituencies to support a diversity of ability levels, cultures and skills.

The Department incorporates the Office of Educational Technologies, which further provides support to motivate and enhance the learning process through the use of various technologies. Any related concerns or questions should be directed to the Director of Instructional Design at 285-2108 or by email: wsamberg@gwcc.commnet.edu. The office is located in Room 109 on the Long Wharf campus.

Office of Educational Technologies

Long Wharf – Room 116 (203) 285-2268
North Haven – Room 222A (203) 285-2508

The Office of Educational Technologies provides support to enrich the learning process through technology. It serves as a campus resource for information on emerging and evolving educational technologies, coordinates comprehensive media services, and assists in the electronic dissemination of information. Any related concerns or questions should be directed to the Coordinator of Educational Technologies at 285-2221 or email us at alewis@gwcc.commnet.edu.

Audio/Visual & Media Equipment

The Office of Educational Technologies coordinates and/or provides support for the following:

- Videoconference Center
- College Web Site
- Audio-Visual Equipment
- Assistance in Multimedia and Video Production
- One-on-one or group instruction on presentation technology and other computer applications
- Campus-wide Electronic Message System
- Faculty/Staff Training
- Student Computer Laboratories

Types of equipment available:

**Projectors**
- 35mm slide projector
- Overhead transparency projector
- Opaque projector
- LCD projector

**Sound Equipment**
- Public address systems *(fixed & portable)*
- Cassette recorders & players
- Stereo sound system *(Room 160 only)*
- Audio headsets
- Podium with Public Address System
- Portable Cassette-CD player
Television Monitors
TV/VCR units in most classrooms (*portable*)
Monitors for Message Bulletin Board System
Portable VHS camcorder
1/2" VHS videocassette player
Video Projection System (*Room 160 and 261 on LW campus*)

Miscellaneous
Projection screens, equipment carts and cabinets

How to Access Audio/Visual & Media Equipment

Equipment Pick up and Return Locations
Long Wharf Campus: Office of Educational Technologies, Room 129
North Haven Campus: Office of Educational Technologies, Room 222A

Equipment Request Forms
Faculty or staff can arrange for equipment use by filling out an Equipment Request Form, found in the Long Wharf library and Faculty Support Office or the Mailroom on the North Haven campus. The form is signed by the borrower who assumes responsibility for proper use and care of the equipment and arranges for its return to the library or Office of Educational Technologies when finished.

Equipment is usually loaned for a one-time/one-day use. Equipment may, however, be loaned on a semester basis for a continuing need situation where such arrangements are possible. Long-term loan equipment is returned at the end of each semester for cleaning and maintenance.

Equipment Request Lead Time
To reserve equipment, please provide 48 hour advance notice. Equipment loans for evenings, Saturdays, or off-campus locations are arranged in person at the Office of Educational Technologies.

Equipment Last Minute Requests
It may be possible to provide last minute audio/visual and television support, but this cannot be relied upon. So, please request your equipment prior to class time to avoid a last minute rush and/or disappointment.

Videotapes in 1/2" and 3/4" formats and standard audiocassette tapes can be duplicated by Educational Technologies only when accompanied by written permission from the copyright holder. It is your responsibility to obtain this clearance. Duplication requests, along with proper copyright clearance, will take a minimum of two weeks to process. Be sure to give yourself (and us) ample time to fill your request. You are to provide the blank tapes for copying. In addition to standard VCR formats, copying between European video formats and standard VHS format can also be done.

Equipment Repair & Maintenance
Projector bulbs, fuses, small accessories and parts for minor repairs are stocked by Educational Technologies.

Your help is solicited in reporting any equipment malfunction or problem as quickly, accurately and completely as possible. The Office of Educational Technologies strives to maintain all equipment in optimal operating condition.

**Electronic Message System**

The Electronic Message System allows the college community to post announcements via television monitors located on both campuses. The system is available to all members of the college community. Students must obtain the signature of a faculty or staff advisor. Only messages related to college activities will be posted; this includes activities sponsored by the college and activities sponsored by community groups or local businesses in cooperation with the college.

Request forms are available in the Long Wharf Library and Faculty Support Office or the Mailroom on the North Haven campus. All sections must be completed. Please allow 48 hours advance notice. In posting information, please be sure to include the date, time and room number (including campus designation) of the activity. Faculty members who will miss classes due to illness must call the Office of the Dean of Learning at 203-285-2071, not the Office of Educational Technologies. You may send completed videofax forms via interoffice mail to either the Long Wharf or North Haven Office of Educational Technologies.

**Video Conference Center (North Haven campus only)**

Gateway Community College uses its videoconferencing facility to access educational programming through satellite broadcasting. The College offers satellite downlinking capabilities for broadcasting live satellite events and telecourses to support and supplement curriculum. The College also uses satellite downlinking to support many community outreach activities. Gateway is a member of ALSS, the PBS Adult Learning Satellite Service. ALSS is part of the Learning Services division of the Public Broadcasting Service. Since 1988, ALSS has extended the power of public television by offering high quality video programs for learning. ALSS offers thousands of hours of programming each year. It is the nation's largest satellite service for higher education. Support programming is available on various subjects.

The Videoconference Center seats 65 people comfortably. The large conference room holds 125 and the auditorium holds 425. All three rooms have downlink capabilities and are available to community agencies and to area businesses for a nominal fee. For further information please call 285-2221.
Libraries

Gateway Community College maintains libraries on both campuses. There are 12,681 items on the North Haven campus and 40,911 on the Long Wharf campus for a total collection of 53,592 items. The libraries provide a variety of resources that support and supplement the curriculum of the College and serve as a source of personal enrichment for all users. These resources include books, periodicals, pamphlets, audio and videotapes, DVDs, laser disks, computer software, films, slide sets, microforms and electronic information sources. Internet access is available in both locations. The Social Science/ Humanities strengths of the Long Wharf branch and the Technical/Allied Health/Nursing strengths of the North Haven branch complement each other. The libraries house notable special collections, including the African American History Collection, The Early Childhood Education Model Collection, and the Small Business Resource Center. A complete listing of both campus collections is available through the on-line public access catalog. Items requested by library users are shipped between campuses on a daily basis. The library maintains membership in the “LIBRIS” consortium of Connecticut Community College libraries. All Libris library catalogs are available through the Gateway Library website.

Borrowing privileges are available to faculty, staff, alumni, and all students currently enrolled. Public borrower privileges are granted on request, with certain restrictions. Library cards or bar-coded identification cards, issued on either campus, are honored at each location. The normal circulation period for books is three weeks. Videos, DVDs and periodicals do not circulate to students or community users but may be borrowed by faculty and staff members for one week. Renewals can be
arranged in person or by phone. Interlibrary loan service is available free of charge, except when users request a number of materials from a source charging high service fees.

The library maintains pages attached to the college website offering links to print subscription lists, search engines, internet resources, library information and the on-line catalog. Users are advised to consult the “Hours” link for current hours of operation. Forty-three on-line databases, including those provided by the Connecticut Digital Library, may be accessed on both campuses through the “Research on Campus” web link. Off-campus access is available through the “Research from Home” link with a Gateway Community College ID number and PIN. The “Information for Faculty” link contains an overview of services for faculty and staff, and includes links to a library instruction form and a purchase suggestion request. The library folder on the Intranet contains these forms, plus a library card application and interlibrary loan request form.

Library staff members provide information literacy instruction in every academic discipline and on every skill level. Specialized introduction to specific resources and/or electronic searching techniques for individuals, small groups or classes may be arranged at the main desk in either location. Written materials such as library handbooks and resource lists are distributed in support of the instruction program. Librarians use written exercises to measure library skills on a number of levels. Lists of recommended web links are available on the library website. Suggestions from faculty and staff are welcome.

**Loss or Damage to Real or Personal Property**

Loss or damage to real and personal property pertaining to theft, vandalism, criminal or malicious damage, lost or misplaced funds must be reported on either:

- Form CO-853, Report of Loss or Damage to Real and Personal Property
- Form CO-854, Report of Loss or Damage to State-Owned Automobile (Comprehensive)

The following information is required:

- Item description
- Make (Manufacturer)
- Model number
- Serial number
- State ID tag number
- Value

All employees and students have a right to feel that GCC’s campuses are safe and secure environment at all times. Accordingly, it will be standard operating policy that any theft or mysterious disappearance of college property, REGARDLESS OF VALUE, will be routinely reported to the CT State Police. The college will cooperate fully with investigating officials to determine, if possible, the cause of the theft and/or disappearance. All staff personnel are requested to provide any information possible that could lead to recovery of the missing item(s) and to determine the cause of loss. In the event of personal property believed to be stolen or mysteriously missing, a report will be filed with the State Police unless the owner of the property specifically requests, in writing, that the matter not be pursued. Any incidents of suspected theft or mysterious disappearance are to be reported immediately to your supervisor and to the Dean of Administration.
Lost & Found
For your own protection, please safeguard any personal property that is brought to the campus. Handbags and other articles of value should not be left unattended. The College is not liable for loss or damage to personal belongings.

Report lost and found articles to the Office of the Dean of Administration at Long Wharf and to Security at North Haven.

Mail Room
The Mail Room for the Long Wharf campus is located in Room 143; for North Haven, Room 126. Working hours are 8:00 am to 4:30 pm. All mail should have the return name or office of the sender. Returned mail received without a discernable individual or office at the College will be sent to the Business Office for determination of correct party.

Please keep in mind that only official State/College correspondence may be received and/or processed by our college staff. Personal mail and packages (both incoming and outgoing) cannot be handled by college personnel due to liability issues and state resource usage guidelines.

Mailings (Bulk & First Class Over $500)
The Business Office must be notified in writing one (1) week in advance of bulk mailings and first class mailings with a cost in excess of $500. The advance notice is needed to request funds to deposit with the Post Office in the event there is not an adequate balance to cover the cost of the mailing. The following criteria must be followed for bulk mail:

- There must be a minimum of 200 pieces of identical mail.
- The mail must be arranged in the same direction, with flaps in.
- All mail must have the bulk permit stamped on the envelope or flyer.

When all above-listed items have been taken care of, contact the Mail Room personnel at ext. 2239 (Long Wharf). The mailing will be sent out within three (3) working days. If any problems arise, please call the Purchasing Office, ext. 2210.
PROCEDURES & SERVICES

Maintenance Support

All maintenance requests should be submitted on a maintenance service request form. Five days notice is required, but every attempt will be made to meet the request in a timely fashion.

Long Wharf requests should be submitted to the Building Maintenance Supervisor. North Haven requests should be submitted to the Building Superintendent.

Parking Regulations

The parking regulations of Gateway Community College are published for the safety and convenience of the College community and its visitors. The College is not responsible for any vehicle or its contents while being operated or parked on state property.

Parking in fire lanes, vendor designated areas, on the grass and other inappropriate places is prohibited.

Voluntary adherence to these requests not only demonstrates everyone’s professionalism, but also clearly sets a good example for our student population.

Parking Decal Display

Reserved parking for full-time faculty and staff is provided on both campuses. Staff and faculty shall register their vehicles that will be parked on Gateway Community College property. An auto registration form can be obtained from the Office of the Dean of Administration. Once the request form has been processed, a parking decal will be forwarded to the employee. All decals shall be hung from the rear view mirror.

Decal Transfer

Registration decals are not transferable as they are issued for specific vehicles.

Faculty and Staff
All full-time staff and faculty must obtain a parking decal. Part-time faculty and staff are not required to obtain a parking decal.

**Students**
All students, both full and part-time, are not required to obtain a parking decal. Students shall not park in areas designated only for faculty and staff.

**Student Workers**
All part-time and full-time student workers, while in the employment of their respective assignments, will continue to park in student lots. These individuals do not automatically obtain staff and faculty privileges.

**Parking Permits for Individuals with Disabilities**
Faculty, staff, and students with disabilities may obtain handicapped parking permits from the State of Connecticut, under Section 14-253a of the General Statutes. The issuance of a handicapped permit entitles the bearer to park in any parking area designated, “For Handicapped Persons - State Permit Required.” The Permit must be displayed at all times while parked on this campus.

**Fraudulent Registration**
Fraudulent registration is defined as any attempt to obtain or use any College parking decals under false pretenses. Fraudulent registration may result in the loss of all parking privileges on the college campus.

**Schedule of Traffic Fines**

- Violation of Parking for Individuals with Disabilities $116
- Driving wrong way in one way $ 5
- Parking in a no parking zone $ 5
- Speeding in parking lot $ 5
- Faculty parking violation $ 3
- Parking in a fire lane $ 2
- Parking across white lines $ 1
PROCEDURES & SERVICES

Violation Notices and Payments
Fines are payable either in person or sent by mail to the Business Office. Checks should be made payable to “GCC.”

Personal Service Agreements (PSA’s)

Appropriate Use
A personal service contractor is any person, firm or corporation not employed by the state, who is hired by the agency for a fee to provide services to the agency, excluding contractual services as defined in C.G.S. 4a-50. Please use the IRS Guidelines in the section below to help you determine whether a PSA or Employment contract is required.

A Personal Service Agreement (PSA) is a written agreement, supplementing the purchase order, and signed by both parties, which defines in detail the services or products to be delivered by the personal services contractor to the agency. Personal Service Agreements may be utilized for the following purposes:

a. To contract for services provided by an independent contractor, including routine or ongoing professional services.

In general, an independent contractor relationship is established when the contractor is a corporation or partnership. If the contractor is an individual, the test is that the contractor is expected to complete the job by his/her own methods without being subject to control as to the means of doing the work. Guidelines for determining independent contractor status are outlined in Comptroller Memorandum No. 94-9 and are based on internal revenue service interpretation. The table at the end of this section labeled “Independent Contractor vs. Employee Contract (IRS Guidelines)” is included for your reference. Key considerations are:

* The absence of a supervisory relationship as indicated, e.g., by a performance evaluation system or the establishment of work rules and regulations;
* The existence of an independently established trade or business; and
* Compensation which is based on the completion of specified obligations as opposed to hourly or biweekly compensation.
b. To contract for consulting services as defined in C.G.S.4-205.

Limitation on Contracting with State Employees

Section 1-84(i) of the Connecticut General Statutes provides as follows:

No public official or state employee or member of his immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract of employment, as a state employee or pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded...

Accordingly, no state employee may be offered a Personal Service Agreement unless the contract has been awarded pursuant to an appropriate bidding process. To protect all parties concerned, a record of the bidding process utilized shall be maintained.

Required Approval and Delegation of Authority

All agreements for personal services and honoraria and related expenses must be prepared using an appropriate Personal Service Agreement. Prior to the commencement of any services:

- All Personal Service Agreements require the signature of the vendor, the initials of your dean and the signature of the president.

- Additionally, if the award is to a state employee who responded to an advertised public bid, 1) an approved Dual Employment form is required to ensure that there is no dual employment conflict or duplication between the employee’s regular hours of employment and duties, and those contemplated in the PSA, and 2) the approval of the Attorney General is required.

- Additionally, if the college wide, combined value of the purchased service exceeds $3,000 in any given fiscal year, the approval of the Attorney General is required.

Please note that it may take up to 4 weeks to obtain the additional approval of the Attorney General. Please plan accordingly.

PSA Procedures

A typed PSA must be completed, signed and approved prior to the commencement of services. In addition, no payment can be released to an independent contractor until final approval of the PSA has been secured.

Please contact the Purchasing Office at ext. 2104 immediately if you are contemplating contracting for services that mandate a PSA. The Purchasing Office has templates available to assist you in completing your PSA and will advise you of the additional documents (i.e., W-9, corporate seal, PSA certificate, etc.) required to support your request.
Amendments to Personal Service Agreements

Amendments to Personal Service Agreements must be typed and authorized in accordance with the comparable requirements for a new PSA. Please contact the Purchasing Office at ext. 2104 for help in preparing a PSA Amendment.

Independent Contractor vs. Employee Contract

Independent Contractor vs. Employee Contract (IRS Guidelines)

(Excerpted from the Office of the State Comptroller, Memorandum No. 97-41, July 11, 1997)

The IRS has identified 20 factors to assist in the determination of whether an individual is considered an independent contractor or employee. These factors are described below.

1. **Instructions.** An employee must comply with instructions about when, where, and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved.

2. **Training.** An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services.

3. **Integration.** An employee’s services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control.

4. **Services rendered personally.** An employee renders services personally. This shows that the employer is interested in the methods as well as the results.

5. **Hiring assistants.** An employee works for an employer who hires, supervises, and pays workers. An independent contractor can hire, supervise, and pay assistants under a contract that requires him or her to provide materials and labor and to be responsible only for the result.

6. **Continuing relationship.** An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals.

7. **Set hours of work.** An employee usually has set hours of work established by an employer. An independent contractor generally can set his or her own work hours.

8. **Full-time required.** An employee may be required to work or be available full-time. This indicates control by the employer. An independent contractor can work when and for whom he or she chooses.

9. **Work done on premises.** An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer.
10. **Order of sequence set.** An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control.

11. **Reports.** An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control.

12. **Payments.** An employee is generally paid by the hour, week, or month. An independent contractor is usually paid by the job or on a straight commission.

13. **Expenses.** An employee’s business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control.

14. **Tools and materials.** An employee is normally furnished significant tools, materials, and other equipment by an employer.

15. **Investment.** An independent contractor has a significant investment in the facilities he or she uses in performing services for someone else.

16. **Profit or loss.** An independent contractor can make a profit or suffer a loss.

17. **Works for more than one person or firm.** An independent contractor is generally free to provide his or her services to two or more unrelated persons or firms at the same time.

18. **Offers services to general public.** An independent contractor makes his or her services available to the general public.

19. **Right to fire.** An employer can fire an employee. An independent contractor cannot be fired so long as he or she produces a result that meets the specifications of the contract.

20. **Right to quit.** An employee can quit his or her job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

### Professional Development Funds

Funding for professional development is negotiated by the various collective bargaining units and becomes available at different times for each. Notification is provided through by the Dean of Administration.

### Public Relations & Marketing

<table>
<thead>
<tr>
<th>Public Relations &amp; Marketing</th>
<th>LW – Room 213</th>
<th>(203) 285-2065</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication Services</td>
<td>LW – Room 131D</td>
<td>(203) 285-2227</td>
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</table>

The role of the Public Relations & Marketing Office is to:

- enhance the positive image of Gateway Community College with its diverse audience;

- support and reinforce the College’s major recruitment themes, ensuring that these messages are communicated as effectively and efficiently as possible; and

- inform the communities served by the College of the wide variety of programs and support services, both academic and cultural, offered at GCC.

This is accomplished through a comprehensive strategic plan that includes community outreach, media relations, creating and placing advertisements, and producing publications targeted toward students, prospective students, and the people who influence the decisions of students of all ages.

Marketing is the analysis, planning, implementation, and control of carefully formulated strategic plans designed to bring about voluntary exchanges of values with target markets to achieve institutional
objectives. Marketing involves the presentation and design of the institution’s offerings, through various venues, to attract the target markets through effective pricing, communication and creative distribution of information.

The Public Relations & Marketing Office produces hundreds of publications and advertisements each year, ranging from the College Catalog and Course Schedules to program brochures, flyers and view books. The office is committed to producing publications that are well-written, well-designed, and successful in their intent. Our goal is to work with you as a client, in shared responsibilities, to produce an attractive, informative printed piece in a timely and cost-efficient manner.

Photocopying – Copyright Information
The copyright law of the United States (Title17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order could involve violation of copyright law. It is the responsibility of the initiator to proof the final copy before any duplication/reproduction of graphic materials can proceed.

Please refer to page 20 for the copyright and photocopy college policy.

Publication Services

Objective
The objective of the Publication Services Center is to provide the faculty and staff at Gateway Community College with printing, graphics and duplication services. Due to the high volume of production in this area, it is important to adhere to current policies for timely delivery of print materials. Please contact the Publication Services Center at ext. 2228 or ext. 2227. The Publication Services Center is located on the Long Wharf campus in room 150.

Copying Services

**Xerox 5900 with booklet maker:** Copying services are available to full and part-time faculty, staff and all Gateway Community College departments. The Publication Services Center uses the Xerox 5900 copy machine for high volume duplication, collating, stapling and booklet making.

**Xerox 490:** The Xerox 490 is a digital, black and white duplicator used for high volume production and duplication at the discretion of the Publication team.

**Xerox 2045:** This machine is used for high-quality color printing and duplication of brochures, view books, post cards and promotional materials disseminated through the Office of Public Relations. Color copies and publications are available to all Gateway Community College departments and are carefully monitored by the Publication Services staff.
Risograph RC 3950UI: High volume, cost effective duplication is produced on this machine. Forms, applications and standard documents are typically produced on the Risograph. Printing is available in blue or black.

Copy Request Form
To request copies please fill out a Copy Request Form for each duplicating job. Attach the form to your master document and send it, via inter-campus mail, to Publication Services at the Long Wharf Campus. You may also drop-off your request for copies at the service desk in the Long Wharf Library. Copy Request Forms are available on the College Intranet in the Marketing and Public Relations folder, or you may request hard copies by calling ext. 2228 or ext. 2227. Copy jobs submitted without a request form will not be processed.

Copy Request Scheduling
Copy requests are processed in the order received. Copy jobs processed through Publication Services are limited to 200 or more copies of a single page, or 2 or more pages totaling 150 impressions or more. Please plan on a minimum of 3 working days turn around time on all requests. Additional turn around time will be required for large copy jobs or those with special requirements, e.g., binding or production. Contact the Publication Services staff if you have special requirements in this area.

Completed Job Pick-up
Completed copy jobs may be picked up in the Long Wharf Library in the Publication Services area, to the right of the entry way. Special arrangements for delivery may be made by calling the Publication Services staff directly.

Copy Quality
Good copies begin with good originals. The Publication Services staff can assist you to improve the quality of your originals. Call ext. 2227 or ext. 2228 for more information.

Paper Supplies
Publication Services has standard white paper in stock for regular copying. A variety of different colors and types of paper are held in reserve for smaller, special requests. If a job requires a larger amount of colored or special paper, please call the Publication Services staff to make special arrangements. In some cases, special paper will be billed to the requesting department.

Publication and Graphic Services
The Publication Services Center produces all brochures, view books, post cards, and specialized print materials for all departments of Gateway Community College. All such publications must adhere to the branding standards of the College and the Connecticut Community College System, and are archived electronically and printed on demand as needed. Templates and editing services are available to assist you in producing these materials. A publication request form is available on the Intranet in the Marketing and Public Relations folder. Because each project is unique, timelines for production may vary. Please contact the Office of Public Relations at ext. 2065 or Publication Services at ext. 2227 to make arrangements for your publication needs.
Purchasing Procedures
Gateway Community College Purchasing Office

The Purchasing Office operates using a central purchasing model. The Purchasing Office is responsible for the purchasing of all college goods, services and equipment. The staff are committed to providing high quality, customer oriented, purchasing services to our faculty and staff while complying with a multitude of mandated purchasing policies and procedures, and ethics policies. It is the responsibility of the Purchasing Office to review college purchasing needs, to research existing contracts, to establish new contracts when necessary, and to assign appropriate vendors to purchase requests.

The College complies with statutory requirements to do business with companies registered with the Connecticut Department of Economic and Community Development as "small businesses" and "minority and woman-owned businesses." Such registered companies can be given preference in the awarding of contracts. If you would like more information about this program or the companies that participate, please go to www.state.ct.us/ecd/setaside. Any employee can access this site and recommend to the Purchasing Office registered companies that can meet their purchasing requirements.

Under Conn. Gen. Stat. §1-84(j), "no public official or state employee or member of his immediate family or a business with which he is associated shall enter into a contract with the state, valued at one hundred dollars or more, other than a contract of employment as a state employee or pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded."

PLEASE NOTE: All purchases are to be initiated by the Purchasing Office. Any commitments/expenses that are incurred by the employee without proper authorization will be the responsibility of the employee should the expenditure not be approved.

The College does not make direct payment to vendors of behalf of a student for extraneous expenses even though they may be permitted by a third party contractor. Students are required to pay all such charges in full and present the original paid receipt to the Business Office. The Business Office will invoice the third party and issue a reimbursement check to the student once the funds have been deposited into the College’s account.

Please call ext. 2104 if you have any additional questions related to purchasing at the College.

Time Frame Required
Generally the Purchasing Office requires one week lead time to prepare your purchase order. Additional time is required in bidding situations or when approval of the Attorney General is mandated.
The approval of the Attorney General’s Office may take up to an additional 4 weeks. Requisitions are processed in the order that they are received. Items will be shipped in the most cost effective manner. Please plan accordingly as overnight delivery is prohibited.

Order Dollar Thresholds
Items ordered utilizing existing state contracts do not require additional competitive bidding. Any order may be subject to a formal bid if it assists in obtaining the best price, product, service and delivery for the using department.

For minor purchases under $10,000, the College strongly encourages the use of multiple quotes. Orders may not be split to circumvent this threshold.

For purchases in excess of $10,000 but less than or equal to $50,000, the College requires a minimum of 3 competitive quotations.

For purchases above $50,000, a formal bid that is advertised in at least 3 newspapers is required. A minimum of 3 bids are solicited and a formal bid opening is conducted.

The Purchasing Office will open the bid and complete the evaluation. Once an award has been determined, the Purchasing Office will issue a purchase order to the lowest responsible bidder.

To Initiate a Purchase Requisition
Purchase requisition forms are available on the Intranet within the FORM subdirectory. You must initiate a purchase requisition to request the purchase of any of following:
- Goods and commodities,
- Conference registrations (see Travel Procedures Section for more information),
- Services that do not require a personal service agreement, and
- Equipment.

By signing your purchase requisition you are attesting that your request is necessary to the operation of your division or department, and that the funds are available within the organizational budget you are charging.

You need to obtain the following approvals prior to sending your request to the Purchasing Office:
1. Your Supervisor,
2. Your Dean,
3. The Director of Information Technology if you are requesting to purchase computers and related equipment or software,
4. The Office of Educational Technologies if you are requesting to purchase audio visual equipment or supplies.

Please note that your Dean may, at his or her discretion, require additional approvals. Check with your Dean’s Office for more information.
PROCEDURES & SERVICES

Your Purchase Requisition package should include the following information and documentation:

- The appropriate Banner Coding String* to charge the purchase to:
  - Fund
  - Organization (See your Budget Manager or Dean if not known)
  - Account
- A reasonable date merchandise is required (minimum 1 week),
- Data related to your suggested vendor to include:
  - Full name,
  - Address (do not use P.O. Box),
  - Phone number,
- A complete description and approximate cost of the item, and
- The name and date of catalog and/or individual’s name and phone number from whom prices were received, if available.

* Please refer to the Banner Charts of Accounts Tables listed at the end of this section to help you to determine the appropriate codes.

Any incomplete requisitions will be returned to you. Once all approvals have been obtained, and the appropriate purchasing guidelines have been followed, the Purchasing Office will issue a Purchase Order to the vendor.

Receiving and Paying for Your Orders

At Long Wharf, all deliveries are sent to the Purchasing Office. At North Haven you may pickup your deliveries in Room 123. In many cases, the Purchasing Office can facilitate the completion of a receiving report. For those that require your signature, a pink receiving report will be attached to your package. Please sign and date the form and return it and any packing slips to the Purchasing Office (Long Wharf Room 139) within 24 hours of receipt.

By signing your receiving report, you are authorizing the College to pay for the goods or services you received. Please contact Accounts Payable at ext. 2102 immediately if there are any related issues. Timely payment to vendors is an important aspect of maintaining strong relationships with our vendors. Late payments endanger these relationships and may jeopardize future orders for you and other departments. As an added incentive, we may also be able to capture discounts for paying our accounts in a timely fashion. The College also has a legal obligation to pay its bills within specific time frames.

Please note that all vendors are instructed to send all correspondence to the Purchasing Department. If you should receive an invoice directly, please forward it immediately to the Accounts Payable Department on the Long Wharf Campus.

If you have any additional questions related to Accounts Payable please contact ext. 2102.
Banner Fund & Account Code Tables

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>For More Information Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA1000</td>
<td>General Fund</td>
<td>Business Office use only</td>
<td>Restricted to full-time personnel expenses</td>
</tr>
<tr>
<td>IA2000</td>
<td>Operating Fund</td>
<td>Your budget manager or dean</td>
<td>Used for most non-grant funded purchases</td>
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<tr>
<td>IB???</td>
<td>Restricted Grant Funds</td>
<td>Accounting Ext 2004</td>
<td>Grant fund codes are specific to each grant. Generally the coding will change each fiscal year.</td>
</tr>
<tr>
<td>IC???</td>
<td>Restricted Gift Funds</td>
<td>Accounting Ext 2004</td>
<td>Gift fund codes are specific to each gift.</td>
</tr>
<tr>
<td>IJ???</td>
<td>Restricted Bond Funds</td>
<td>Purchasing Ext 2104</td>
<td>Used for most capitalized equipment expenditures. Generally the coding will change each fiscal year.</td>
</tr>
<tr>
<td>Services &amp; Contractual</td>
<td>Banner Account Code Table (Revised 8/21/2004)</td>
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<td>7213A</td>
<td>OTHER EQUIP MNT/REP - CONTRACTUAL</td>
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<td>OTHER EQUIP MNT/REP - NON-CONTRACT</td>
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<td>7213D</td>
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<td>TELECOMM EQUIP/MAINT./SYSTEMS</td>
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</tbody>
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Safety on Campus

Safety is a concern to all of us. GCC strives to promote safe and healthy working conditions. All safety regulations are intended to be in compliance with applicable laws including the Occupational Safety and Health Act (OSHA).

Staff can avoid needless accidents or injuries by exercising caution on stairs, elevators and individual work areas and are encouraged to report any potential safety hazards to the Director of Facilities and Events Management.

One of our mandates is to provide and promote a safe and secure campus environment. There is also a statewide initiative for awareness of violence in the workplace. (Please refer to the Board policy on violence & prevention response on page 38.)

Although staff are not required to provide medical emergency aid, the College has procedures in place to address all emergency situations. (Please refer to page 88, Emergency Procedures.)

Report on Campus Crime

In compliance with Public Act 90-259 concerning campus safety, the Office of the Dean of Administration (in conjunction with campus safety/security) produces a yearly report which describes the crimes reported and investigated on campus. This report is available in the Office of the Dean of Administration.

All persons are encouraged to report any suspicious persons or acts of criminal nature while on campus. All information is kept confidential. Weapons, alcoholic beverages and illegal drugs of any kind are not allowed on the campuses of Gateway Community College.
Serving of Alcoholic Beverages on Campus
The College has established the following procedure regarding requests for the serving of alcoholic beverages on the campus of GCC:

1. Any request to serve alcoholic beverages must be consistent with the Board of Trustees for Community Colleges’ Policy 4.15, “Drugs & Alcohol Policy in the Community Colleges” which is described on page 26.

2. The request must be submitted in writing to the Dean of Administration at least four (4) weeks in advance of the event.

3. If the sale of alcohol is being solicited, the request must demonstrate that a temporary permit for the sale of alcoholic beverages will be obtained and dram shop act insurance will be purchased.

4. A paragraph in the request must describe how alcohol will only be made available to legal age students and/or guests. This includes students bringing in their own alcoholic beverages, or beverages being provided free when purchased by a student organization or other group.

5. The request must include a plan for a visible educational program display or presentation urging responsible drinking of alcoholic beverages during the event.

6. Once the Dean of Administration has reviewed the request for all necessary compliance, the request will be forwarded to the President for final decision. Final approval can only be granted by the President.

Note: Under no conditions will alcoholic beverages be purchased for consumption with money from the General or Operating funds of the College.

Stock Room Supplies Request
Stock Room office supplies can be picked either at the Long Wharf Mail Room or the North Haven Campus Stock Room. A signed purchase requisition is required. Additional questions should be directed to the mail room at extension 2239 or the Purchasing Office at extension 2104.
Travel Procedures

The College is committed to expedite travel authorizations as quickly as possible. Travel requests should be made at least three weeks in advance of traveling.

Forms to get acquainted with.....

Forms in Excel format can be obtained on the college’s Intranet within the FORM Subdirectory. If you need help, contact the Office of the Dean of Administration at ext. 2022.

1) Travel Authorization Request - CO-112 (Computerized Form Available). A form CO-112, authorized by your supervisor, your dean and the president is required prior to making travel reservations or traveling for:

- **Out-of-state Travel.** Whether or not reimbursement will be requested, an approved form CO-112 is required for all out-of-state travel. This provides protection for the employee.

- **In-State Travel - Blanket Authorization.** If your responsibilities require frequent in-state travel under $25 per trip, a blanket authorization indicating the timeframe and maximum dollar value should be completed. This authorization can remain in effect for the current fiscal year. Please note, a revised form CO-112 may be required if the combined cost of your reimbursements exceeds the dollar limitation of the original CO-112.

- **In-State Travel – Costing Over $25.** If you travel in-state and anticipate that the cost of the trip will exceed $25, an approved form CO-112 is required.

Please note that if you are: 1) traveling in-state, 2) estimate that the cost of the trip will be $25 or less, 3) do not meet the requirements for a blanket authorization and 4) have the approval of your supervisor, then you do not need to complete form CO-112. In this case you may claim reimbursement directly on form CO-17XP.

2) Employee Voucher - Travel and Other - CO-17XP (Computerized Form Available). Required to request reimbursement of any expense(s).

The sections that follow detail the travel policies and procedures under which the college operates. Please read them carefully. At the end of the travel section are 2 charts that summarize travel-related responsibilities. These charts are meant to be used in conjunction with the written policies.
Standard State Travel Regulations – General Considerations

1. Reimbursable traveling expenses are restricted to those expenses essential to transacting official business. Travel must be by the most direct route possible. If you travel by an indirect route you will assume any extra expense incurred.

2. Any additional time required will be chargeable to vacation or personal leave.

3. Expenditures for theater tickets, entertainment, liquor, typing of travel vouchers, and similar personal charges are prohibited.

4. Transportation of any kind between your home and your official duty station is not reimbursable. Your Official Duty Station is defined as the building or other fixed location at which you report for duty.

Preparing the Travel Authorization Request (Form CO-112)

All employee travel requests must be signed by you and approved both by your supervisor, your dean and the president prior to finalizing your reservations for traveling. If you are using collectively bargained professional development, retraining or other funds with special approval requirements, additional authorizations may also be required. Please check with the Office of the Dean of Administration to obtain more specific information at ext. 2022.

By signing a Travel Authorization Request (Form CO-112) you are attesting that:

1. The travel is necessary to the operation of the College, and

2. You are using the lowest cost providers and methods which can transport you to the required location, at the appropriate time, and within a reasonable timeframe, taking into consideration the purpose of the meeting and any special requirements, and

3. The funds are available, unless requesting collectively bargained professional development, retraining or other funds with special approval requirements or limitations on their use.

Please Note: Expenses that are incurred prior to travel being approved are the responsibility of the employee should the travel be disallowed.

Once all of the necessary approvals are received, return the completed CO-112 and required supporting documentation to the Dean of Administration’s Office on the Long Wharf Campus, Room 132. You will be notified when the Travel Authorization has been fully approved and given a Travel Authorization Number (TA). Only at this point are you authorized to finalize your reservations and travel.
Completing Form Co-112
Your CO-112 documents your itinerary, business purpose, method(s) of travel, estimated costs, and source of funding for the proposed travel. Please attach all supporting documentation.

Estimated cost should be itemized on the travel request, including applicable air fare, ground transportation (taxi, shuttle, etc.), personal mileage reimbursement, lodging, taxes, meals, gratuities, registration fees, tolls, parking, undocumented lump sum, or other legitimate expenditures anticipated.

Allowable travel rates for bargaining unit employees shall be governed by applicable collective bargaining unit agreements which specify mileage, meal allowance, or other particulars. Allowable rates for Board of Trustees unclassified management and confidential employees shall be equivalent to those approved for the board’s predominant professional bargaining unit. Refer to page 137 for rates applicable at the time of this printing.

Travel Reservations – Estimates for Transportation and Lodging
In General, your travel should utilize the lowest cost providers and methods which can transport you to the required location, at the appropriate time, and within a reasonable time frame, taking into consideration the purpose of the meeting and any special requirements.

In addition,

- The fare for air transportation must not exceed the regular air coach fare charged the general public unless coach space is not available.
- The fare for rail transportation must not exceed the regular coach fare charged the general public unless the continuous rail journey is more than four hours in duration.
- Advantage must be taken of round-trip rates.

Your lodging accommodations should provide for reasonable business comfort and convenience to you. Conference or meeting accommodations at the conference site may be utilized without additional comparison, at the lowest available rate. In addition, you are encouraged to request and utilize special, lower government or association rates which may be available.

The State of Connecticut and Gateway Community College has a contract with a Travel Agency to procure travel services for our employees. All reservations must be processed through this Travel Agency, unless you can document in writing a less expensive fare, through special conference arrangement, or directly from another travel agent, which the contracted Travel Agency has been unable to match. In either case, you will need a Travel Authorization Number (obtained from the Dean of Administration’s Office after submission of the approved CO-112), prior to making your reservations. Reservations made through the designated Travel Agent are considered lowest cost.
Currently, the contracted Travel Agency for the State of Connecticut and Gateway Community College is:

Sanditz Business Travel Services
Telephone: 860-346-5511
Fax: 860-346-2672

Every effort should be made to place reservations as far in advance as possible in order to utilize discounted air fares, where applicable. To obtain certain discounted fares may require that you stay for additional non-work days at your destination. In those instances where additional living expenses would be incurred due to the longer period of travel, and the amount of the air fare discount exceeds the additional expenses, you may, at your option, elect to take the discounted fare and may be reimbursed for the additional living expenses. The details must be noted and approved on the travel requisition. Please note, any additional time will be chargeable to vacation or personal leave.

You must contact the designated Travel Agent directly to obtain a quote for travel reservations. Once you receive approval and a TA number from the Office of the Dean of Administration, you are authorized to finalize your reservations. Remember, the designated Travel Agent will not confirm your reservations without a TA number.

Please remember that quoted prices are generally valid for 24 hours only. Therefore, please take care to fill out your request carefully and accurately. If a travel authorization is returned to the department for revision for any reason, the airfare may have to be estimated again and a revised form may need to be completed.

You may procure your own tickets for train or bus travel if the designated Travel Agent is unable to provide you with a quote and you have obtained a TA number.

Under special circumstances, you may request a rental car. Please include a written justification explaining the reason for the request and a copy of your current certificate of insurance with minimum liability coverage of $50,000/ $100,000 with your CO-112 documentation. Requests can not be honored without the required auto insurance coverage. If the request is approved, the rental must be made through the designated travel agent.

Please refer to the charts labeled Travel Authorization Tracking Responsibilities on page 132 and Travel Reimbursement Tracking Responsibilities on page 133 for specific details of the documentation that you will need to supply with your CO-112 and later for reimbursement using form CO-17XP.

Bradley International Airport Parking Permits

Bradley International Airport state lot parking permits are available. To obtain one, please check the appropriate box on the CO-112. Travelers will be asked to present the permit to the parking attendant at the time of exit from the airport parking lot. (Parking available in LOT 5B ONLY)
Transportation by Automobile
For day trips or travel within driving distance, the use of state or college-owned vehicles is strongly encouraged when available.

Personally-owned vehicles should be used on state business only when state or college-owned vehicles are unavailable, or if your mileage generally does not exceed 100 miles per month.

Distances published by the State Public Utilities Control Authority are listed on pages 134 and 136, and will be regarded as official for mileage reimbursement purposes (Comptrollers Memorandum 85-79). Out-of-state mileage can be accessed on the web site: www.mapquest.com.

You must have a current certificate of insurance showing minimum liability coverage of $50,000/$100,000 on file in the Business Office. You are not authorized to use your own vehicle on official business without at least the minimum required insurance. This means that by using a vehicle with less than the minimum coverage you will expose yourself to personal liability in the event of an accident or other injury flowing from such unauthorized use. The Business Office can not reimburse you for mileage without a current insurance form on file.

You will be reimbursed at the appropriate rate for each mile traveled in excess of the number of miles from your home to your official duty station and return. At the time of this printing, the mileage reimbursement rate is $0.375/mile. Contact the Office of the Dean of Administration at ext. 2022 for updated rates. Requests for general mileage reimbursements should be submitted monthly. In addition:

ائحية No payment for use of personally-owned vehicles is permitted for home to office travel, any activity except official State business, or participation in any activity in which an honorarium, stipend, or monetary fee is earned by the employee involved.

ائفية Charges for road service, repairs, towage, motor vehicle violations and other similar expenses are not allowed.

Parking charges and toll charges incurred in the use of a personally-owned vehicle are reimbursable with receipts.

Subsistence Expenses
1. General Limitations. Noonday in-state meals are not reimbursable unless back-up information indicates the meal is a mandatory, working lunch for which the attendee must pay.
2. **Per Diem Meals and Related Miscellaneous Expenses.** Itemization of expenses will **not** be required during periods of full day travel. The travel authorization request should indicate dates of anticipated full day travel status. Gratuities shall be reimbursed to a maximum of fifteen percent (15%) of meal costs up to the maximum cost allowed. Please refer to page 137 for meal rates applicable to your bargaining unit.

**Very Important Note:** The IRS has established per diem rates which are the amounts that can be reimbursed without being considered taxable income. Any reimbursements exceeding those IRS rates, even though authorized by state travel regulations or collective bargaining agreements, are considered taxable income and must be paid through the payroll process and will be included in the employee’s W-2 for the year.

a. **Time Limits on Meal Allowances in Connection with Out-of-State Travel.** Official travel for which subsistence expenses are payable begins at the time the traveler leaves home, official duty station, or other official state location and ends when the traveler returns. **Please note:** Estimated departure and return time must be indicated on the travel request and reimbursement forms.

Meals taken en route will be allowed according to the following schedule:

<table>
<thead>
<tr>
<th>Day of Departure:</th>
<th>You may be entitled to claim</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you start your trip on or before</strong></td>
<td>Breakfast, Lunch and Dinner</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Lunch and Dinner Only</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>Dinner Only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of Return:</th>
<th>You may be entitled to claim</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you end your trip on or after</strong></td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Breakfast Only</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Breakfast and Lunch Only</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>Breakfast, Lunch and Dinner</td>
</tr>
</tbody>
</table>

3. **Undocumented Lump Sum.** Unless superseded by a collective bargaining agreement, a lump sum of $5.00 may be provided if authorized travel is for a period of two or more full working days and a similar amount for each additional two consecutive full days for the total period of travel. **Note:** The IRS considers this lump sum payment taxable income.

**Telephone**

Charges for telephone calls made for official business will be allowed. The travel expense vouchers must show the number of such calls, the rate per call, the total daily expenses, and contain a statement that the calls were made for official business.

**Miscellaneous Expenses**
Expenses not covered by the preceding paragraphs but incurred in conjunction with official business will be allowed only with proper supportive documentation and approval of the President.

**Professional Development Funds**
If you are traveling using professional development funds you may be subject to additional forms, approvals and deadlines. Please contact the Office of the Dean of Administration at ext. 2022 for more information.

**When is a Revised Co-112 Necessary?**
A revised CO-112 must be completed, approved and forwarded to the Office of the Dean of Administration if any major plans change (e.g., change in hotel, means of transportation, dates), if the total cost of the trip exceeds 10% of the estimated cost, or if the trip is cancelled. Please include supporting documentation with your revision.

**Please Note:** If you cancel your trip for personal reasons, you may be responsible for any charges related to the trip that the College incurs on your behalf.

**Preparing the Travel Reimbursement Request – CO-17XP**
You should request reimbursement of expenditures in a timely manner. Requests for general mileage reimbursements should be submitted monthly. If you are traveling using grant funding, it is important that you request reimbursement within the grant period. Requests that are received by the Business Office after the close of the grant year are not chargeable to the grant.

**Receipts and Vouchers**

**Memorandum of Expenditures.** You should keep a list of expenditures noting each item at the time the expense is incurred, together with the date. Information thus accumulated will be available for the preparation of the form CO-17XP-PR.

Original vouchers or itemized receipts must be attached to the claim in order to receive reimbursement for any expenses. **ALL** receipts for common carrier travel, whether claimed or unclaimed, must be attached to the reimbursement request.

All employee reimbursements, both reportable and non-reportable, from agency funds will be processed through the Payroll Office.
Please refer to the chart labeled Travel Reimbursement Tracking Responsibilities on page 133 for specific details of the documentation that you will need to supply to obtain reimbursement using form CO-17XP.

### Travel Authorization Tracking Responsibilities

<table>
<thead>
<tr>
<th>Responsible Staff</th>
<th>Action To Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator of the Travel Request</td>
<td>Calls State Travel Agent to <strong>request cost estimates only for:</strong>&lt;br&gt; Airline fares, lodging, car rental (if appropriate), etc.</td>
</tr>
<tr>
<td></td>
<td>Prepares and signs Travel Authorization, CO-112 (TA). Designates appropriate budgetary coding. Attaches all back-up material including but not limited to:&lt;br&gt; - Official conference brochures, agendas, registration, etc.&lt;br&gt; - Documentation supporting lodging and transportation costs from the designated travel agent, conference provider, or other low cost provider (if using low cost provider, you must also include the quote from the designated travel agent – see written procedures).&lt;br&gt; - Written justification for extraordinary expenses, e.g., car rental, length of stay, etc.&lt;br&gt; - Copy of current insurance coverage if not already on file in the Business Office.</td>
</tr>
<tr>
<td></td>
<td>If there is a request for a registration fee to be paid via a purchase order prior to the trip, then a signed purchase requisition <strong>must</strong> be prepared, coded properly and attached to the TA packet.</td>
</tr>
</tbody>
</table>

| Department Supervisor Action    | TA is approved by immediate supervisor. |
|                                 | TA is forwarded to the appropriate dean for review and approval. |
| Dean                            | TA is forwarded to the President for review and approval. |
| President                       | TA is forwarded to the Office of the Dean of Administration to be reviewed for accuracy and compliance to state regulations. **If the TA is incorrect or missing information, it will be returned to the originator for completion.** If TA is in order, a TA number is assigned. |
|                                 | The Office of the Dean of Administration maintains the original paperwork. A copy of the TA and back-up material is placed in the “travel file” in the Business Office which will be used later for reimbursement purposes. |
|                                 | If applicable, a copy of the approved TA and the original approved purchase requisition is forwarded to Purchasing Office for processing. (Usually for registration fee.) |
|                                 | A copy of the TA is returned to the originator – the employee/department that originated the request. |
| Originator                      | Retains the copy of the TA for reimbursement purposes. |
Completes a revised CO-112 if required, obtains approvals and submits to the Office of the Dean of Administration.

Travel Reimbursement Tracking Responsibilities
## Procedures & Services

<table>
<thead>
<tr>
<th>Responsible Staff</th>
<th>Action To Be Taken</th>
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</thead>
</table>
| Originator of Travel Request Prior to and while Traveling | 1) Maintains a log of travel dates, times and mileages.  
2) Confirms that required auto insurance coverage is on file in the Business Office.  
3) Keeps copies of original itemized receipts including but not limited to:  
   - Airline or Rail Boarding Pass and Receipts  
   - Hotel Invoice  
   - Parking Fees  
   - Car Rentals  
   - Taxes Paid  
   - Taxi Receipts  
   - Miscellaneous Items |
| Originator of Travel Request Upon Return | Prepares CO-7XP in a timely fashion (30 days for individual trips, monthly for in-state mileage reimbursements). |
| Department Supervisor Action | CO-17XP is approved by immediate supervisor. |
| Dean | CO-17XP is forwarded to the appropriate dean for review and approval. |
| President | CO-17XP is forwarded to the President for review and approval. |
| Office of the Dean of Administration | Matches the CO-17XP request with the CO-112, forwards them to the Business Office Accountant for reimbursement processing. Professional development and other collective bargaining reimbursements will be held until they are authorized for processing. |
| Business Office Accounting | Audits reimbursement requests for accuracy and conformance with college and state guidelines as well as appropriate collective bargaining agreements.  
Completes CO-17XP addendum to determine reportable amounts.  
Assigns Chart Field 2 accounting code as required by State Comptroller.  
Forwards documentation to the Payroll Department for processing. |
| Payroll Department | Adds payment of CO-17XP to the employees regular bi-weekly pay check. |

### Travel Mileage Chart – New Haven

**Official Public Utilities Commission, State of Connecticut**
<table>
<thead>
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<th>Town</th>
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<th>Town</th>
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136
## Current GCC Travel Reimbursement Reference Chart

**Current GCC Travel Reimbursement Reference Chart (Revised 10/04/04)**

<table>
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<tr>
<th></th>
<th>A&amp;R P-5</th>
<th>Maintenance Services NP-2</th>
<th>AFSCME Clerical NP-3</th>
<th>BOTCTC Unclassified Mgt. &amp; Confidential Unclassified</th>
<th>4C’s Faculty and ACL’s AFSCME ACL’s</th>
<th>AFT Faculty &amp; ACL’s</th>
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<tr>
<td><strong>MEALS:</strong></td>
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<tr>
<td>Breakfast</td>
<td>$ 8.00</td>
<td>$ 5.00</td>
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<td>Lunch</td>
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<td>Dinner</td>
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<td>Misc.</td>
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<td>$ 4.00</td>
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<td><strong>Gratuities on Meals</strong></td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
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<tr>
<td><strong>Mileage GSA Reimbursement</strong></td>
<td>$3.75 GSA</td>
<td>$2.00/day minimum</td>
<td>$3.75 GSA</td>
<td>$3.75 GSA</td>
<td>$3.75 GSA</td>
<td>$3.75 GSA</td>
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<tr>
<td><strong>Personal Auto Use</strong></td>
<td>$3.50/day for avail. &amp; $4.50 for each day of required usage</td>
<td></td>
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<tr>
<td><strong>Tolls/Parking</strong></td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
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<tr>
<td><strong>Undocumented Costs/Out of State Overnight</strong></td>
<td>$7.00 if 2 consecutive FT or PT work days. Add $6.00/day in premium city</td>
<td>$5.00 if 2 consecutive full workdays</td>
<td>$5.00 if 2 consecutive full workdays</td>
<td>$5.00 if 2 consecutive full workdays</td>
<td>$5.00 if 2 consecutive full workdays</td>
<td>$5.00 if 2 consecutive full workdays</td>
</tr>
<tr>
<td><strong>Workshops/Conferences</strong></td>
<td>$300/year</td>
<td>$450/event; two (2) events per yr.; Union app’l req’d.</td>
<td>$200/event; two (2) events per yr.; Union app’l req’d.</td>
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*All $5.00 amounts are for two (2) consecutive full work days.*
PROCEDURES & SERVICES

NOTE:
All travel reimbursement rates are governed by individual collective bargaining unit agreements and are subject to change at any time.

Samples of CO-112 and CO-17-XP
**SAMPLE CO-112**

**TRAVEL AUTHORIZATION REQUEST**

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>F.A. Number</th>
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<td>7/1/2004</td>
<td>(Assigned after by DOA Office)</td>
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**Agency Name, Unit and Address to which form should be returned**

- Gateway Community College
  - 60 Sargent Drive
  - New Haven CT 06511
  - 203-285-2022

**Employee Name(for Whom Authorization is Requested)**

- Barney Google

**Employee Number**

- #

**Title**

- Asst Prof - Internet Searching

**Collective Bargaining Identification**

- 4C

**Work Phone**

- (203) 285-XXXX

**Home Phone**

- (203) 555-5555

**Office of Duty Station**

- Long wharf Campus

**ITINERARY DATES MISCELLANEOUS**

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<tr>
<th>FROM</th>
<th>TO</th>
<th>PARK PERMIT?</th>
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<td>Ansonia, CT</td>
<td>Silicon Valley, CA</td>
<td>X</td>
</tr>
<tr>
<td>09/01/04</td>
<td>09/03/04</td>
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</table>

**OBJECT AND NECESSITY OF TRAVEL**

To attend the YAHOO annual conference Silicone Valley CA. The purpose of the conference is to increase my awareness of more effective internet searching techniques.

I will be leaving home at 11:30 am 9/1/04 and returning at 7:30 pm on 9/3/04 therefore, I am entitled to Dinner only on 9/1, and Breakfast, Lunch and Dinner on 9/2 and 9/3).

Airline reservations to be made thru Sanditz Travel. Conference hotel used at $125/nite. The hotel charges taxes of 10%.

**Cost Center:**

- IA2000- I3XX -7262-47

**TYPE of TRANSPORTATION**

<table>
<thead>
<tr>
<th>AIR</th>
<th>FIRST CL RAIL</th>
<th>STATE CAR</th>
<th>AGENT</th>
<th>PERS CAR</th>
<th>OTHER</th>
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</table>

**TOTAL COST(Sum):**

**Airfare**: 361.00
**Gratuites**: 11.00
**Registration Fee**: 100.00
**Lodging**: 250.00
**Conference Hotel**: 72.00
**Meals**: 25.00
**Tax**: 0.00
**ADDITIONAL**:

**TOTAL COST**: 846.00

**SIGNATURE** (Employee who will claim reimbursement)

- Barney Google

**审批 by** (Supervisor, Dept. Head, Director, etc)

- 7/2/2004 and 7/3/04

**Authorized by** (agency head or authorized agent)

- GCC President

**Attachments required:**

- Conference program, agenda and registration form showing dates, time and rates
- Airfare quote from Sanditz
- Authorized requisition for prepaidment of registration fee
- Copy of auto insurance
To request reimbursement of personal expenses incurred when traveling to the YAHOO annual conference in Silicone Valley, CA.

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>State</th>
<th>Vehicle Type</th>
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<th>Tolls/Gas</th>
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<td>Windor to WL CT</td>
<td>CA</td>
<td>BLD</td>
<td>28.00</td>
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<tr>
<td>9/3/04</td>
<td>WL CT to Ansonia</td>
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<td>28.00</td>
<td>2.50</td>
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</table>

Subtotal (INCL. 17XP-1 & CO-17XPA) 72.00

Grand Total (INCL. 17XP-1 & CO-17XPA) 383.40

**Agency Certification**

**To request reimbursement of personal expenses incurred when traveling to the YAHOO annual conference in Silicone Valley, CA.**

Acknowledge that the amount stated was given to me as an advance against the amount of travel and other expenses shown herein as due to me. Upon reimbursement to me, I understand that these monies will be deducted from the check in which I receive reimbursement.
General Information for All Faculty

The business of a college is for learning to take place. The College must rely on the excellence of its faculty to perform this very central role. Full-time and part-time faculty at Gateway Community College are dedicated to the teaching/learning process. Imparting knowledge and skills and providing a framework and strategy on how to best think through complex problems are among the primary goals of a faculty member. These processes will prepare students for further educational and professional challenges and help to assure student success.

In addition to a faculty member's responsibilities, GCC faculty participate in numerous activities that make significant contributions to the College outside of class. The activities include developing new courses and curricula, taking an active role in college committees and task forces, serving as academic advisors to students, participating in student activities as advisors, and becoming involved in the community. The guidelines provided in this section are intended to assist you in your important work.

Academic Policies, Procedures & Services

Note: In addition to the following information, please refer to the GCC college catalog and student handbook for more information regarding academic policies, procedures, and services available to our college community.

Academic Accommodations under ADA

Please refer to the Student-Faculty Guidelines for Academic Accommodations under ADA, prepared by and available from the Office of Disability Support Services, revised October 1999.

Academic Advising

The mission of academic advising at Gateway Community College is to assist students in making academic decisions and developing educational plans. Academic advising is an ongoing process of clarification and evaluation aimed at helping students utilize the College’s resources to succeed in reaching their goals.

Continuing students must choose an advisor among members of the department in their program of study. Furthermore, all students are encouraged to take advantage of the advisement period that precedes registration for classes.
New students to the College must contact the Academic Advisement center, after completing placement testing, to schedule a required advisement session prior to course registration. These small group sessions offer an introduction to college and to course expectations. New students will be advised according to their placement test results, general education requirements and course requirements in their program of study. It is our mission to provide information and advice to help new students make intelligent, informed academic and career plans.

Transfer students receive individualized advisement.

Non-matriculated students must contact the Counseling Office to schedule an advisement session.

**Academic Alert**

You are urged to alert students as to their academic progress as often as possible.

**Academic Probation**

Please refer to “Satisfactory Academic Progress” on page 152.

**Adds/Drops**

During and up to the end of the “add/drop” period, course changes may take place on a space available basis. If a student wishes to add or drop a course, he/she must report to the Records Office. An Admit Slip will be issued to a student who adds a course. A student must present the admit slip to the instructor whose course he/she has added. No student is to be admitted to any class unless his or her name appears on the roster or he/she presents an Admit Slip.

Course changes during the second full week of classes may take place only under extenuating circumstances. Such course changes must have the written approval of the instructor. The special form used for a course change after the first full week of classes is available in the Records Office and the Dean of Learning’s Office. It must be signed by the instructor and returned to the Records Office.

**Auditing Courses**

Students not wishing credit may audit a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor’s course work. Full tuition and fees are charged for courses audited. A student who wishes to change from credit to audit status must request this within the first four weeks of the course,
using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

Audited courses may be repeated in a subsequent semester for credit by re-registering and paying the appropriate tuition and fees. The structure of the course should not be altered in consideration of the number of students auditing the given course.

Course Substitutions
The substitution of a course must be approved by the appropriate Department Chair/Program Coordinator or the Dean of Learning. Students must complete a Course Substitution Form available in the Records and Counseling Offices.

Early Warning System
The Early Warning System, coordinated in the Counseling Office, is a process by which students who are in academic trouble will be advised of their status as soon in the semester as possible. Around the third week into the semester, faculty are asked to submit to the Counseling Office names of students who are experiencing academic difficulty. Faculty are encouraged to submit names any time throughout the semester, but earlier is better. Reminders to faculty are sent at approximate two-week intervals through the eighth week of class. The early warning process is not done on a collective basis, but rather on an individual basis. When the Counseling Office receives a student's name, the process of getting information to that student begins immediately.

The Early Warning System involves a number of resources on this campus, but the most important resource is the instructor. Therefore, it is important that you tell the students that you will be submitting their names to the Counseling Office. These early warning notices should not come as a surprise to the student in academic trouble. However, many of them do not know that there is help at Gateway. They should know there are resources available to help them. And, their adviser will also be notified and encouraged to make contact with the student and offer even more help.

All students who are reported to be in academic difficulty will be sent a letter recommending that they:

- contact the instructor of the course they are having difficulty with,
- seek assistance from a member of the Counseling Office or Student Disability Services,
- consider requesting a tutor from the Center for Educational Services, the College Writing Center or the Math/Science Center, and/or
- arrange an appointment with their academic adviser (names and office numbers will be provided to them).

More information on the Early Warning System is available from the Counseling Office.
Grading Information

Grading Policy

The College uses the following grades and quality points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Instructors are not required to give pluses or minuses; however, at the beginning of the semester each instructor should inform his or her students of the grading policy to be used. The grading policy should be included in the course syllabus.

Temporary Grade: I (Incomplete)

An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Please refer to the college catalog for detailed information.

The following have no quality points. Each item is explained below:

- **AU** (Audit)
- **M** (Maintaining Progress)
- **N** (No Grade)
- **P** (Pass)
- **TR** (Transfer)
- **W** (Withdrawal)

Administrative Grading Symbols

The College uses a number of administrative grading symbols, apart from the grading system, to describe various situations. They are as follows:

**“AU”—Audit**

An administrative transcript notation for students auditing a course. Please refer to the policy on auditing on page 142.

**“M”—Maintaining Progress**

An administrative transcript notation used only for development courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.

**“N”—No Grade**
An administrative transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade). The “N” grade is used only when a student has failed to attend class for an extended period and/or has failed to complete any of the course objectives, thereby preventing an evaluation of the student’s performance. The “N” grade should not be used in place of an earned failing grade.

“P”—Pass
An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of “F”. With the permission of the instructor, a student may take an elective course on a Pass/Fail basis. Any student who has satisfactorily completed at least 12 credits may take advantage of the Pass/Fail option. The student must notify the Records Office in writing of this intent no later than one week following the Add period. Upon completion of the course, the student will receive a grade of “P” or “F.” No other grade will be reported. The “Pass” grade will entitle the student to an appropriate number of academic credits toward graduation. A “Pass” will not be computed in the student’s grade point average (GPA). Only one academic course may be taken under the Pass/Fail option during a semester. All clinical courses in the Radiologic Technology programs are offered only on a pass/fail basis.

“TR”—Transfer
An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

“W”—Withdrawal
An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college. Please refer to the complete policy on withdrawals on page 154.

Final Exams
All final exams or appropriate educational assessments must be given during the time scheduled for the exam. When an instructor plans to have an educational assessment that deviates from the traditional final exam format, this must be approved by the Department Chair/Division Director and the Dean of Learning two weeks prior to the scheduled day of the exam.

Grade Reports
The Records Office will make available to faculty near the end of the semester a final grade roster letter and instructions for submission of electronic grades. Students will be able to access their grades by logging on the website: http://www.online.commnet.edu

Submitting Final Grades
It is imperative that instructors electronically submit final grade rosters to the Records Office by the date requested so that grade reports can be compiled on
time and student fulfillment of graduation requirements can be determined. Final transcripts cannot be generated until all final rosters are received.

Class Rosters

Instructions for Accessing Class Rosters Online

Go to www.online.commnet.edu and Select Login.

Use your Banner ID number @xxxxxxxx, and a unique PIN. The PIN is initially your date of birth (e.g., April 26, 1945 – would be entered as 042645). If you do not know your Banner ID, contact the Records Office. Upon entering the system for the first time, you will be prompted to change the PIN to a six digit alpha or numeric or a combination alpha/numeric PIN of your choosing. Those who have previously used the system have already designated their own unique PIN. If you have trouble with your PIN, contact the Records Office.

- Select – Gateway Community College
- Select – Faculty Services
- Select – Printable Class Roster
- Select Term – i.e., Fall 2004 or current term
- Click – Submit Term
- A pull down menu will display the CRN(s) you are teaching
- Click – Submit CRN
- Click – Printer symbol on tool bar at top of page. This will print your roster to your printer.
- Click – Back key (arrow to the left) on top of page to select another roster OR Exit (top right side of page) if done.

Final Grade Submission -- Online

Instructions for Submission of Electronic Grades

Go to www.online.commnet.edu and login in at ENTER SECURE AREA.

Use your Banner ID number @xxxxxxxx, and a unique PIN. The PIN is initially your date of birth (e.g., April 26, 1945 – would be entered as 042645). If you do not know your Banner ID, contact the Records Office. Upon entering the system for the first time, you will be prompted to change the PIN to a six digit alpha or numeric or a combination alpha/numeric PIN of your choosing. Those who have previously used the system have already designated their own unique PIN. If you have trouble with your PIN, contact the Records Office.

- Select - Gateway Community College
- Select - Faculty Services
- Select – Final grades
- Select Term - Fall 2004 (for example)
■ Click - Submit Term
■ A pull down menu will display the CRN(s) you are teaching
■ Click - Submit CRN
■ Enter a valid grade for each student from the pull down menu
■ Click – Submit Grades when all grades are recorded
■ Grades can be changed on the Web until 4:00 pm the day you submit them. After that, contact Records Office

Please note the following when entering grades:

■ Enter a grade for all students listed on the grade screen.
■ There is a 30 minute ‘no action’ time limit with the Web product; press the submit button frequently so you don’t lose data.
■ If you have more than 25 students in your class, please submit the grades before going to the second page. Click the link button at the top or bottom of the screen indicating #26 thru to the last student.
■ If a student has followed the official withdrawal procedures, a grade of “W” will appear. This cannot be over-written.
■ Please fill out grades ONLY. Do NOT fill out Last Attend Date and Attend hours.
■ Final grades are immediately recorded when you click the SUBMIT GRADES button. Failure to click the SUBMIT GRADES button will cause all grades to be lost.
■ To obtain a hard copy grade sheet for yourself, (DO NOT SEND ONE TO RECORDS) just click the Printable Class Roster link at the bottom of the page and print.

Grade Change & Academic Appeals Process

Note: If the student appeal deals with the Board of Trustees’ Discipline Policy, the student should appeal to the Dean of Students immediately and follow the process.

Instructor Grade Change
An instructor of record may change a given grade at any time by filling out a change-of-grade form having it approved by the Department Chair/Division Director and forwarding it to the Records Office. It is desirable to keep the number of grade changes to a minimum.

Student Grade Appeal
Excerpted from the “Review of Academic Standing” – Student Handbook 2002-03
A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedures:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen (15) calendar days of the student’s awareness of the decision.

2. If the matter is not satisfactorily adjusted within ten (10) calendar days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Learning by filing a written appeal. The appeal must be filed with the Dean of Learning within thirty (30) calendar days of the student’s awareness of the decision which is being appealed. Upon receipt of such appeal, the Dean may refer the matter to the academic supervisor for informal consideration. The academic supervisor shall meet with the instructor to determine that Step 1 has taken place and to receive relevant information from the instructor responsible for the decision prior to Step 3 below.

3. At Gateway Community College, the Academic Standards Committee serves as an Appeals Committee to review grades being redressed.

   The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student’s responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of Section 1 of this policy. The student is entitled to a written response within thirty (30) days of the completion of his or her presentation. A decision to change the grade or modify the decision, which has been appealed, is advisory to and subject to approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.

The time frames provided herein may be modified by the President for good cause shown.

Graduation Policy
Please refer to the GCC College Catalog for information about our graduation policy.

Protecting Students’ Rights -- Family Educational Rights & Privacy Act (FERPA)

What is FERPA?
Maintaining confidentiality of student records is everyone’s responsibility whether you are faculty, staff or student worker.

Annually, Gateway Community College (GCC) informs students of the Family Educational Rights and Privacy Act of 1974, as amended by publishing the information in the College Catalog and the Student Handbook. This Act (formerly known as the Buckley Amendment), which the institution intends to comply with fully, has been designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

The following is considered “Directory Information” by the Connecticut Community College System. College policy precludes releasing this information publicly except as needed under the “legitimate educational interest” in the performance of assigned duties. Students who want this information to be confidential must notify the Registrar’s Office in writing within the first 2 weeks of the semester. Forms are available in the Registrar’s Office.

**Directory Information:** (Chancellor’s Office Legal Memorandum 98-4)

- Student’s names
- Addresses
- Dates of attendances (semesters)
- Full vs. part-time student status
- Awards, honors, and graduate date

All other information is considered non-directory information and, with some exceptions, requires the written consent of the student for the release of information to any third party.

**What is an Educational Record?**

Any information provided by a student to the College for use in the educational process is considered a student educational record:

- Personal information
- Enrollment records (application, transcripts, test scores, etc.)
- Grades
- Schedules

Student educational records may be:

- A document/file in the Records Office
- A computer printout in your office
- A class list on your desktop
- A computer display screen
- Notes you have taken during an advisement session
- Email between you and the student

**Posting of Grades by Faculty**

The public posting of grades either by the student’s name or social security number or Student/BANNER ID is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance education courses.

Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished by using code words or randomly assigned
numbers that only the instructor and individual student should know. Our recommendation is that no grades be posted.

Notification of grades via a postcard violates a student’s privacy rights. It must be in a sealed envelope with security precautions.

Notification of grades via e-mail is not recommended. There is a minimal guarantee of confidentiality on e-mail. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student’s educational record through any electronic transmission method.

GCC and the Community College System provide a secure WEB for Student product for students to view their academic record and a secure WEB for Faculty product for submitting grades.

**Letters of Recommendation and/or Verbal Commendations**

Statements made by a person making a recommendation that are made from that person’s personal observation or knowledge does not require a written release from the student. However, if personally identifiable information obtained from a student’s educational record is included in the letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which (1) specifies the records that may be disclosed, (2) states the purpose of the disclosure, and (3) identifies the party or class of parties to whom the disclosure can be made.

If this letter is kept on file by the person writing the recommendation, it would be part of the student’s education record and the student has the right to read it unless he or she has waived that right to access.

**Sample letter of recommendation –**

```
I give permission to Prof. Smith to write a letter of recommendation to:
    Allstate Insurance
    324 Wilkins Drive
    Atlanta, GA 33011

Prof. Smith has my permission to include my GPA and grades.

I waive (or do not waive) my right to review a copy of this letter at any time in the future.

Signature/Date
```

**The Media**

Nothing in FERPA allows an institution to discuss a student’s educational record publicly – even if a lawsuit has made the information a matter of public record. A school official may not assume that a student’s public discussion of a matter constitutes implied consent for the school official to disclose anything other than directory information in reply. Additionally, College employees should follow College policy regarding the release of information to the media.

**Legitimate Educational Interest**
What is “legitimate educational interest”? In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This includes such purposes as:

- Performing appropriate tasks that are specified in her/his position description or by a contract agreement;
- Performing a task related to a student’s education;
- Performing a task related to the discipline of a student;
- Providing services for the student or the student’s family, such as health care, counseling, job placement, or financial aid.

What is NOT “legitimate educational interest”? Legitimate educational interest does not convey inherent rights to any and all student information. The law discriminates between educational interest, and personal or private interest; determinations are made on a case-by-case basis. Educational interest does not constitute authority to disclose information to a third party without the student’s written permission.

Special “DON’Ts” for Faculty

To avoid violations of FERPA rules:

- DO NOT at any time use the student’s social security number or BANNER ID in any public posting, (including the classroom, example: do not pass around your class roster for student’s to sign, initial, etc.);
- DO NOT ever link the name of a student with that student’s social security number or BANNER ID in any public manner;
- DO NOT leave graded tests in a stack for students to pick up by sorting through the papers of all students; place each one in a separate envelope;
- DO NOT circulate a printed class list with student name, BANNER ID, or any other non-directory information, or grades as an attendance roster;
- DO NOT discuss the progress of any student with anyone other than the student (including parents) without the consent of the student;
- DO NOT provide anyone with lists of students enrolled in your classes for any commercial or other purpose;
- DO NOT provide anyone with student schedules or assist anyone other than College employees in finding a student on campus. Refer individuals to the Dean of Students.

Parental Access to Student’s Educational Record

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents must obtain a signed consent from their child to receive non-directory information and/or to attend a meeting regarding the student’s academic record. Exceptions based on dependency require proof consisting of a signed copy of the IRS Federal Income Tax Return clearly identifying the student as dependent with a social security number matching that in our files. The consent form will be kept on file in the office where the meeting was held, i.e., Admissions, Registrar, Dean of Learning, etc. Should a parent contact you regarding their child, you must check for this authorization prior to releasing any information. If the authorization does not exist, you must not discuss the student with their parent and advise the parent that their child must give us written authorization before you are allowed to do so.
Repeating Courses
No course may be repeated more than twice. If a course is repeated, the highest grade received will be used in calculating the student’s academic average. This does not apply to courses that are designed to be repeated for additional credit.

Satisfactory Academic Progress
(Excerpted from the Board of Trustees’ Policy 3.8; Adopted October 17, 1993; Amended January 28, 2002; Amended January 23, 2004)

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation, and suspension policy.

2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.

3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student’s academic average. This does not apply to those courses that are designed to be repeated for additional credit.

4. Satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.

5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 1.9 will be given a written notice that they are placed on academic probation.

6. Students placed on academic probation will be required to take a reduced course load for one semester.

7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.

8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.

9. An appeals process will be established by each college, which provides for due process.

10. College procedures will be included in appropriate publications and communications.

NOTE: Implementation Procedures – Please contact the Office of the Dean of Students.
Student Grievance Procedure

(Excerpted from Section 2, Student Rights, GCC Catalog 2004-05)

1. **Definition:** A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing). Please refer to page 147.

2. **How to file a grievance:** A grievance is to be submitted in writing to the dean of student affairs or such other college official as the president may designate (hereinafter, the dean of student affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

3. **Procedure for grievance resolution:** The dean of student affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:

   a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
   
   b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college’s affirmative action person during the course of the investigation.
   
   c. In the case of a grievance against a dean, the grievance shall be filed with the president.
      The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.

4. **Advisory Committee:** The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.
Withdrawals from College or Courses

Complete withdrawal from GCC
A student who wishes to withdraw from the College may do so at any time during the semester by contacting the Records office or the Counseling office and completing the withdrawal process. A grade of “W” will be given for each course not completed at the time of withdrawal. A student must complete a readmit application if he/she desires to return to the College.

Refund Policy
For a student to be eligible for a refund of tuition, laboratory, and studio course fees, the student must officially withdraw in the Records Office by the dates specified in the college schedule. Please note that college service, student activity, and the one-time application fee are nonrefundable.

Withdrawals from courses
A student is withdrawn from a course in accordance with the procedures prescribed by the College.

Students who withdraw officially from semester credit courses through the Records Office within the first fourteen calendar days of the fifteen-week semester will be removed from class rosters. Students withdrawing after the first fourteen calendar days but before the end of the tenth week will receive a grade of “W”. A student with a grade of “W” will be ineligible for academic honors for that semester.

During the Summer/Winter sessions, students who withdraw prior to the first day of the credit course will receive no grade for the course. Generally, if a student withdraws after the first class and prior to the last date of withdrawal for each Summer/Winter session, the student will receive a grade of “W”. Please consult the Records Office. Students are encouraged to carefully read the academic calendars for each Summer/Winter session.

After the above deadlines have passed, withdrawal from a course may be granted and recorded on the student’s permanent record as “W” if extenuating circumstances are found to justify the withdrawal.

“W” grades are not computed in the quality point average. If a student stops attending class, however, and fails to officially withdraw from the course, the instructor may issue a grade of “F”.

“F” grades are calculated in the quality point average. To be official, all withdrawals must be received and processed by the Records Office.

Administrative Services & Information Available to Faculty

Bookstore

<table>
<thead>
<tr>
<th>Locations</th>
<th>LW: Room 137</th>
<th>NH: Room 140</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phones:</td>
<td>LW: 865-5614</td>
<td>NH: 239-3049</td>
</tr>
</tbody>
</table>
Website:  http://www.gwcc.bkstr.com

Emails:  LW:  0809mgr@fheg.follett.com;  NH:  0823mgr@fheg.follett.com

Semester Hours
Monday/Thursday  8:30 am – 4:00 pm
Tuesday/Wednesday  8:30 am – 7:00 pm
Friday  8:30 am – 12:00 noon

Note:  North Haven opens at 9:00 am

First Two Weeks of Class
Monday -- Thursday  8:00 am – 7:30 pm
Friday  8:00 am – 6:00 pm
Saturday (LW only)  9:00 am – 12:00 noon

Note:  North Haven closes at 7:00 pm M - Th

Tips on Requesting Course Materials Through the GCC Bookstore
To assist the Bookstore staff in providing course materials on time and in sufficient quantities for
the start of each semester, here are some tips, arranged by topic that will be very useful to you.

➢ Communications
Please make all textbooks requests on one of the Bookstore’s standard adoption forms,
by letter or memo, or by email.  Return the form, signed, even if no books are required.
All requests must be in writing.  Please do not make textbook requests or changes via
the phone.

➢ Request Materials Early
This is the single best practice for preventing book problems and reducing textbook costs.

➢ ISBNs
Each unique version of a book has an ISBN (International Standard Book Number) that is
its unique identifier in the publishing and book selling industries.  NOTE:  ISBNs differ
between instructor’s copies and student versions.  Packages or bundles also have ISBNs
unique to the particular combination of components included.

➢ Packaged Media
If you require students to use the publisher’s packaged CD or 3.5” floppy disk,
communicate that information in the adoption.  Missing media affects the buyback value
to students and, in many cases, the media is not sold separately by the publisher.

➢ Bundles or Packages
Specify bundles or packages as required only if any additional components are required; if
not, please let the Bookstore staff know and they will offer students the choice of a used
text alone or the package.

Notify the Bookstore staff if you do not require these additional materials and want your
students to have the choice of paying less for a used textbook (and have the ability to sell
that text at the end of the term for up to half back).

Bundled materials are often slow to arrive, frequently contain wrong or misleading
materials, and may create problems for your students.

➢ Estimated Enrollments
Please give your best estimate of how many students will enroll in your courses and whether to expect any changes.

**Book Problems**

Contact the Bookstore textbook manager whenever you have a book problem:
Email: 0809txt@fheg.follett.com or gwbookstore@gwcc.commnet.edu

**Budget Requests & Purchase Requisitions for Faculty**

At the start of the academic year, faculty members must submit to their Department Chair/Division Director a list of needed course supplies and equipment with the cost of each for the academic year beginning July 1. Please refer to page 85 for more information related to the college’s budget cycle.

In late June or early July, the College’s operating budget is finalized and the Dean of Learning notifies Department Chairs/Division Directors of their approved budget. Once approved, departments may begin to order goods and services using purchase requisitions. Please refer to page 118 for more information related to the College’s purchasing policies and procedures.

All requisitions must be signed by the Department Chair/Division Director and the Dean prior to being sent to Purchasing. Faculty members should consult with the faculty support person for their department regarding requisition procedures in order to facilitate filling orders as quickly as possible.

**Faculty Support & Assistance**

Each campus follows its own policies regarding the use of faculty support personnel. Please consult with your program coordinator for procedures, policies, and guidelines to take advantage of this assistance.

**Information Technology Services**

Please refer to pages 16, 78, and 103.

**Office Space and Hours**

Office space for full-time faculty is arranged with the program coordinator, department chair, or division director upon appointment to the college. Part-time lecturer also should consult with the program coordinator for space to schedule office hours with students.

**Office Supplies for Faculty**

Instructors wishing to obtain supplies such as chalk, pencils, blue books, etc. make requests through their faculty support person. Supplies are distributed as needed throughout the academic year.
Parking Decals
Please refer to page 110.

Photocopying Services for Faculty
The faculty support services office on each campus may provide photocopying services to faculty. Also refer page 116 for procedures to utilize the Publication Services Center.

Reserving Audio/Visual & Media Equipment
Please refer to the Office of Educational Technologies, beginning on page 104.

Smoking on Campus
Smoking is NOT permitted by students, faculty or staff in any building of this college at any time.

Outside smoking is limited to restricted areas. Smoking may not take place in front of entrances to our buildings.

Also, refer to policy on page 38.

Textbook Desk Copies
Instructors are responsible for securing their own desk copies. Requests are made through the faculty support person. Should the text not arrive on time, an instructor may purchase the book from the GCC Bookstore and, when the desk copy arrives, turn in the purchased copy for a refund along with the sales receipt.
Textbook Requisitions
The Department Chair/Division Director is responsible for coordinating textbook orders. Instructors complete and sign textbook requisition forms for each course they teach and forward them to the Department/Division. Textbook change requests must be submitted in writing following the same procedure.

In the event that an instructor has not yet been contracted to teach for a course, the Department Chair/Division Director will complete the book order for the course.

Admissions & Registration
These services are under the jurisdiction of the Dean of Students. Please refer to the GCC college catalog for detailed information.

Class Organization Information

Admitting Students to Class
Admit only those students whose names appear on your class roster or indicate registration by showing their registration schedule to you. Any student who is not on your class list, or cannot show you a registration schedule, is not registered for your class and should not be admitted. Kindly send the student(s) directly to the Records Office.

Please check your class roster the third week of the semester to account for all add/drops.

Class Cancellations & Notification Procedures
Please refer to page 41.
Class Coverage
According to the 4C's and AFT Collective Bargaining Agreements, each department/division shall establish, subject to approval by the Dean of Learning, procedures for handling class coverage of up to a maximum of one week absence of a faculty member. Thereafter, such coverage shall be compensated on the basis of the substitute teacher rate established by the Board of Trustees. Classes must be covered at all times.

It is the responsibility of the instructor to contact the department chair/division director as soon as he/she knows that he/she will be absent. The instructor should make every effort to arrange for a colleague to cover class(es). Classes will be canceled only as a last resort and only in case of emergency. Whenever an instructor is absent from a class or late, it is her/his responsibility to notify the department chair/division director as soon as possible. It is your responsibility to notify students and/or cover the class on an emergency basis. Any class that is cancelled must be made up either by scheduling make-up time or by assigning extra work.

Instructor Out Procedure
- Call Dean’s Office at 203-285-2071 – leave message.
- Instructor Out Hotline (866-315-2769) – the Dean’s Office will post message here.
- Group email to your students.
- Learning Division Announcements web page – “Instructors Out” will be posted here.
- Learning Division personnel will call the Office of Educational Technologies to post “Instructors Out” on campus TV monitors.

Evening Administrator Contact Information

Long Wharf
Room 223
203-285-2082
Lweveningadministrator@gwcc.commnet.edu

North Haven
Room 103
203-285-2315
Noheveningadministrator@gwcc.commnet.edu

Police
Call 9-911
Class Meetings (Times & Dates)
Please consult the semester calendar as to dates of class meetings. Official holidays and vacation periods are listed. Ordinarily, three-semester-hour courses meet for 180 minutes of class time per week for fourteen (14) weeks. If you have any questions about time requirements, please consult the program coordinator. Classes should meet for the entire period of the initial session, as well as for all other regular class sessions.

Emergencies in the Classroom
There are specific instructions for emergencies. Please refer to page 88.

Emergency Phones
Emergency phones for calling 9-911 and in-house urgent situations are located in each classroom. Call numbers are posted next to the phones.

Lock down situations will be broadcast to the entire college community over the College’s standard phone system.

Faculty Attendance at Graduation
Attendance at graduation is a contractual obligation for all full-time faculty members. Adjunct instructors are encouraged to attend; however, seating is limited. If you wish to attend, please contact your Program Coordinator. Since this is the most important day in the academic lives of our students, only the most critical circumstances will be honored in granting faculty members a personal leave day. The Dean of Learning approves all requests for personal leave.

Faculty Communication
Gateway Community College has four academic departments and two academic divisions that are responsible for over 70 programs. A faculty member’s immediate supervisor is the Program Coordinator. Program Coordinators report to Department Chairs or Division Directors. It is important
to communicate your needs and concerns to your Program Coordinator and to be aware of communications sent to you from your Program Coordinator, Department Chair, Division Director, the Dean of Learning, or other faculty, staff and students at GCC.

Full-time faculty and staff communicate via telephone and voice mail, e-mail, and through the campus mailboxes located at both campuses. Part-time faculty may not have campus telephones or computers available to them but may receive mail delivered to their own mailbox in the faculty support room located at each campus. You may choose to use non-campus telephones and e-mail addresses. Please talk to your Program Coordinator to determine the best ways of communicating with you. Also, please use the course syllabus to inform your students of the best ways for them to communicate with you.

All faculty are now being asked to register an email address and check it once a day. This address will become part of your Banner contact record and will facilitate improved communications with your students and with college personnel.

New Communications Methods

“Instructor Out” Call-in Number: 203-285-2071

“Instructor Out” Hotline: 866-315-2769.

Learning Division Announcements Web Page: TBA
(Instructors Out, Courses Canceled, Wait-listed Courses, Meeting Schedules, New Policy Announcements, etc.)

Each faculty member is asked to provide an active email address that is monitored daily. New faculty and part-time lecturers who have never attended a GCC faculty orientation program are required to attend the Gateway Faculty Orientation Program.

Rosters

After two weeks of classes instructors are required to turn into the Records Office corrected rosters indicating misspelled names and no-shows. It is imperative that all rosters be returned to the Records Office on time since the information is vital to the maintenance of the student database.

Faculty are responsible to download their own class rosters and to submit grades online following established procedures. Training is provided during the Faculty Orientation Program. Instructions are described on page 146.
Faculty & Academic Information

Faculty members will download a second set of rosters at the end of the second full week of the semester. These rosters should accurately reflect student enrollment in their courses. Faculty members should again correct misspelled names, indicate no-shows, and return the rosters within one week to the Counseling Office. Instructors must assign a grade to each student whose name appears on the roster. An instructor may not add any names to these final rosters. Any student who comes to your class and whose name does not appear on a roster or who does not have an Admit slip is not admitted to the course. Students who do not have admit slips may be admitted by registering in the Records Office.

Instructional Information for All Faculty

Code of Ethics – Sale of Faculty-Authored Textbooks

Please refer to the policy on page 11 issued by the System Office regarding the sale of faculty-authored textbooks.

Preparation of Course Outlines & Course Syllabi

Below is the required format for preparing course syllabi and course outlines at Gateway Community College. In most cases, both the course outline and course syllabus are prepared by the faculty member offering the course. In the case of courses that have multiple sections taught by several faculty, the course outline is prepared by the Program Coordinator and full-time faculty teaching the course. Individual course syllabi are prepared by each faculty member teaching a section of that course. An outline and syllabus must be prepared for each course offered at GCC and is to be kept on file in the Office of the Dean of Learning. Submit these no later than the end of the first week of classes.

The Course Outline contains the following information:

- department,
- course number,
- course title,
- number of credit hours,
- number of lecture hours/week,
- number of lab hours/week (if applicable),
- course prerequisites,
- official course description (which is printed in the college catalog), and
- expected student outcomes for the course.
Course Outlines must be submitted in the course outline format developed by the Learning Division. A sample copy is available from your Department Chair/Division Director.

The **Course Syllabus** supports the Course Outline and contains the following information:

- department,
- course number,
- course title,
- number of credit hours,
- number of lecture hours/week,
- number of lab hours/week (if applicable),
- name of the instructor,
- the date the syllabus is prepared,
- course prerequisites,
- course location,
- meeting times,
- the scope of the course (an unofficial course description that supports the official description in terms of overall content but includes any special descriptive information that the instructor wishes to use that more accurately defines his or her approach to the content),
- textbooks and other required readings/computer software/materials/library reserve room readings,
- instructor's office location,
- office hours,
- office or preferred telephone,
- office or preferred e-mail,
- attendance policy,
- class cancellation policy,
- evaluation methods (exams, term papers, projects, etc.), and percentages of those evaluation methods towards the final grade,
- the instructor's grading policy (i.e. information regarding numerical equivalents for letter grades, whether the instructor uses + and – grades, etc.), and
- a detailed unit outline that supports the Course Outline and that includes expected outcomes for each unit and assessment measures for each unit or cluster of units.

All course syllabi must contain the ADA Accommodations Statement:

"Students with disabilities who may require accommodations are encouraged to contact Toni Page in the Student Disabilities Services Office (203-285-2231), Room 152. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done as early in the semester as possible. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process."
**Recommended Syllabus Inclusions**

**Academic Honesty & Classroom Behavior**

The following information is highly recommended for inclusion in syllabi:

*(Excerpted from the Board of Trustees Policy 5.2.1, amended 2/26/90)*

> “At Gateway Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees’ Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees’ Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, zero tolerance for threatening, intimidating, and violent behavior, and other proscribed activities. Plagiarism is defined as the use of another’s idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.” *(Board of Trustees’ Policy 5.2.1)*

**Cellular Phones & Pagers in the Classroom**

The following information is highly recommended for inclusion in syllabi:

> “Students are hereby notified that cellular phones and beepers are allowed in class only if they are turned off or turned to a silent mode. Under no circumstances are telephones to be answered in class. Students who ignore this policy may be asked to leave class. When there are extenuating circumstances that require a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement concerning the devices.”

**Student Evaluation of Instruction**

Periodic evaluation of all adjunct instructors and courses for the purpose of improving instruction is the policy of Gateway Community College. Student evaluation is an important part of the evaluation process.

Toward the end of the semester, all adjunct instructors will receive a packet of student evaluation forms. Detailed instructions for the administration of the forms will accompany the packet. The following is a brief outline of the procedure for administering the student evaluation:
1. The instructor will appoint a student monitor from the class.

2. The instructor will give the packet of evaluation forms to the monitor and leave the classroom. The monitor will read the printed instructions to the class, distribute and collect the forms, re-seal the packet and return the completed forms to a designated drop off point.

3. The results of the evaluation will be shared with the instructor after final grades are submitted.

Learning Support Services
Please refer to the GCC college catalog for detailed information.

Student Services
Please refer to the GCC college catalog for detailed information.

Special Information for Full-time Faculty

General Responsibilities, Job Description, & Evaluation Procedures
The general responsibilities, job description and evaluation procedures for full-time faculty are located in the collective bargaining agreements between the CT Community Colleges system and the Congress of CT Community Colleges (4Cs, Service Employees International Union Local 1973, AFL-CIO) and the American Federation of Teachers (AFT, Federation of Technical College Teachers, Local 1942, AFL-CIO) unions.
FACULTY & ACADEMIC INFORMATION

Equipment Needs
- Faculty may borrow college-owned equipment from the Office of Educational Technologies.
- Institutional equipment must be purchased through departmental/division funds and established purchasing procedures.
- Professional development funds generally do not cover reimbursement for the purchase of equipment and books, etc.

Grants
- Faculty are encouraged to apply for grants consistent with the mission and goals of GCC and your department/division.
- The general internal process for applying for grants is outlined on page 101. Department/division approval is an essential component of the process.

Out-of-State and Air Travel
- As a general rule, out-of-state and air travel requests must be submitted to the Learning Office at least three (3) weeks prior to the travel date.

Professional Development Funds
- May be used for reimbursement of professional activity at the end of the academic year.
- Amount reimbursed depends upon the size of the fund and number of applicants.

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<th>Grants</th>
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<tr>
<td>Use of professional development funds</td>
<td>Out-of-state and air travel for professional development</td>
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</table>

In general, for all of the above, signature approval sheets are required that include the requesting faculty member, the Department Chair or Division Director, the Dean of Learning, the Dean of Administration, and the President.

Special Information for Part-time lecturers
Note: The information in this section is exclusively for Part-time lecturers.
Attendance at Orientation Program – PTL
Part-time lecturers are expected to attend the Faculty Orientation Program scheduled before the start of the fall semester.

Contract Processing & Contract Cancellations – PTL
Contracts are mailed to all part-time lecturers prior to the commencement of classes by the Human Resources Office and list compensation, course assignment and all terms and conditions.

Individual course cancellations are made approximately one week before the class starting date. Instructors scheduled to teach canceled courses will be notified immediately by the Department Chair/Division Director.

Duties of Employment – PTL
Excerpted from Employee Relations Memorandum #2003-10, Attachment C, dated 2/28/03

1. Teach the assigned course in accordance with the published catalog description or other approved syllabus;

2. Preparation related to teaching including the development of an approved course outline and reading list unless these are provided by the College;

3. Advisement of students enrolled in the course in the manner prescribed by the president or his or her designee;

4. Distribute to each student in the course, during the first week of class, the course outline or overview information as to reading and attendance requirements and an indication of evaluative and grading mechanisms to be utilized, and provide copies of such to the designated college official;

5. Maintenance of accurate records of students enrolled in the course;

6. Compliance with all college policies, procedures, and regulations; and

7. Such other duties which are related to this appointment as required by the president or his or her designee or by the collective bargaining agreement, as appropriate.

Employment Conditions – PTL
Appointment is contingent upon the course specified being offered. A course may be canceled by the College for any reason including but not limited to inadequate course enrollment. The
College reserves the right to terminate a teaching contract if it is necessary to assign the course to a permanent employee.

The appointment is contingent upon continued availability of funding, subject to automatic termination due to loss of funding.

Your appointment is for the period specified and does not create a right to subsequent appointment. Each appointment as a part-time lecturer constitutes a new appointment.

An appointment may be terminated for inadequate performance or other sufficient cause.

**Employment Forms – PTL**

When hired, a part-time lecturer must complete and submit the appropriate State of Connecticut employment forms to the Human Resources Office. A resume, official transcripts for all conferred degrees, and the CT Community College application form are required.

**Evaluations – PTL**

Excerpted from Employee Relations Memorandum #2003-10, dated 2/28/03

The agreed upon language of the 2002-05 collective bargaining agreements establishes a seniority-based preference for the assignment of courses to part-time lecturers who meet minimum qualifications, are determined to have adequate preparation for the specific course, and have not received an unsatisfactory evaluation. Recognizing the importance of having evaluations in place, the Chancellor has accepted the recommendation of the community college presidents that there be periodic evaluation of adjuncts in accordance with the following.

1. Part-time lecturers are to be evaluated in accordance with the following guideline:
   a. The first semester or course
   b. Every third semester or course thereafter

2. The evaluation consists of the following:
   a. FDRP summary student evaluation
   b. FDRP instructional observation form
   c. Overall performance rating to be completed by the Dean or designee

*Note:* The complete Faculty Development and Review Plan (FDRP) may be found at [http://www.commnet.edu/co/academic/academic_info.html](http://www.commnet.edu/co/academic/academic_info.html).

Evaluations of part-time lecturers should be completed prior to the making of course assignments for the next academic semester.

Please refer to your respective collective bargaining agreement (Congress or Federation) for complete information relative to evaluation and adjunct responsibilities.
Job Security – PTL

(Excerpted from Employee Relations Memorandum #2003-07, dated 2/14/03)

When a part-time lecturer in the community college system has taught 24 credits and has not received an unsatisfactory evaluation, the part-time lecturer will be placed in the part-time lecturer pool at the college(s) where the part-timer has accumulated a minimum of 18 credits. The relevant time period for the accumulation of credits referred to in this paragraph is the period from July 1, 1992 forward.

Entrance into, and continuation in, the pool is subject to a “break-in-service” requirement. A break in service is a period of 36 or more months in which a part-time lecturer does not teach for the system. However, if an individual is scheduled to teach a course that is ultimately cancelled, or if the individual does not teach the scheduled course for reasons beyond his or her control, the individual will nevertheless be given credit for the course for purposes of determining if there is a break in service. Where there is a break in service, the part-time lecturer shall be removed from the pool, and all time prior to the break in service shall be ignored for purposes of determining whether the 18/24 credit threshold is met.

Calculation of minimum service for inclusion in the initial pool shall be retroactive to July 1, 1992 and shall apply to part-time employees employed during academic 2000/2001 or 2001/2002, as shall the application of the break-in-service rules.

Among the members of the pool who are qualified for a course, employees will be assigned on a seniority basis to at least one course per semester, subject to course availability. Seniority will be calculated by determining when the 18/24 credit threshold was met. This provision does not require that any specific course be assigned on a seniority basis, only that if the number of pool members exceeds the number of available courses, senior pool members will be assigned at least one course.

This agreement applies only to initial course assignments and does not apply to:

- changes in course assignments necessitated by enrollment or by other unanticipated circumstances which occur within 14 days of the start of classes;
- courses offered under grants or contracts;
- the assignment of courses to full-time employees, including but not limited to the assignment of “overload” courses to full-time faculty, and the assignment of courses to former full-time employees who have retired;
- a decision to broaden the hiring pool to enhance the skill base or to enhance affirmative action or diversity in the selection of part-time members.
“Qualified” shall mean (1) meeting minimum qualifications; and (2) having adequate preparation for the specific course through appropriate education or experience. Employee qualifications for any specific teaching assignment shall be determined by the employer in relation to the subject matter and goals for the course.

It shall be the part-time lecturer’s responsibility to indicate his or her pool status at the time he or she applies for a position. After receipt of such an indication, the employer shall treat the part-timer as a member of the pool unless its records definitely establish that the 18/24 credits threshold has not been met.

For a part-time lecturer to remain in a pool, he/she must perform in a satisfactory manner as determined by the employer. Pools will be maintained and utilized on a college-by-college basis, i.e., not a system-wide basis.

The employer’s determination with respect to the qualification of part-time lecturers shall be subject to the grievance procedure but not to arbitration. Other failures to comply with the provisions of this agreement shall be subject to the parties’ usual dispute resolution procedures, except that should the employer decide not to make an assignment to a qualified member of the pool on the basis of the reasons set forth in the fourth bullet of paragraph 5, its decision shall be sustained unless it is based on reasons which are arbitrary or capricious.

Once courses are assigned, a senior member of the pool may not “bump” a junior member of the pool if the senior member’s assigned course is cancelled.

Repeated attempts to contact a part-timer by telephone and email shall constitute compliance with the requirement to offer such part-timer a course under this agreement.

Pay Procedures – PTL

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<td>285-2205</td>
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<td>285-2170</td>
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<td>285-2358</td>
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<td>285-2152</td>
<td>119 - LW</td>
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**Timecards**

Part-time lecturers are expected to submit timecards to their appropriate Department Chair throughout the semester.

**Payroll**

Contracts will be paid in eight (8) equal payments on a biweekly basis. A schedule of check dates is issued with each part-time lecturer’s contract. Those faculty members who are not teaching throughout the entire semester or are teaching classes with non-standard timeframes, e.g., those teaching non-credit or abbreviated courses, may call the Payroll Office concerning individual pay dates.

All paychecks for part-time faculty will be mailed to the home address on the Thursday of each pay date. For your convenience, Direct Deposit is also available.

**Salaries**

Instructors’ salaries are set by the Board of Trustees of Community-Technical Colleges and are based on the number of semester hours taught in the community college system. Instructors having taught 18 or more semester hours are paid more than those having taught less than 18 semester hours.
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