

## COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

Section: BOT 300 – Human Resources	Date Approved: December 20, 2007 Effective Date: January 1, 2008 Amended Date: April 11, 2014
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These policies may be amended at any time and do not constitute an employment contract.

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### **310. Administrative Authority**

#### 311 Statutory Authority

The Board of Trustees, under RSA 188-F:2, RSA 188-F:2 and 188-F:6 II, III (a-e), and XVI, possesses the authority to develop and adopt policies and procedures, and oversee the administration of the Community College System and to appoint, employ, compensate, and prescribe the duties of such personnel as are needed to establish a well coordinated system of public community college education. Those policies shall be “Board of Trustees Policies” and designated by the initials “BOT.”

#### 312 Delegation of Authority

312.1 The Board of Trustees delegates to the Chancellor the authority to adopt employment policies and procedures for the Community College System, which shall comply with state and federal rules and regulations, be consistent with the policies of the Board of Trustees, and applicable across the Community College System. Those policies shall be “Community College System Policies” and designated by the initials “CCS.”

312.2 The Board of Trustees delegates, through the Chancellor, to the presidents of the community colleges the authority to adopt college policies and procedures that are applicable to the respective college and as are necessary to comply with Board and/or CC System policies. Such policies and procedures shall be consistent with Board of Trustees and System policies and in compliance with state and federal rules and regulations. College policies shall be designated by the initials “COL” and by the relevant college abbreviation.

312.3 The Board of Trustees reserves to itself the authority to adopt and amend any employment policies applicable to the Chancellor, Vice-Chancellor, Presidents, and designated senior administrators and/or applicable to administration and operations of the Community College System.

313 Content of Community College System Employment Policies

The Chancellor, in consultation with the CCS Leadership Team, shall adopt Community College System employment policies as are necessary to meet the requirements of this policy and to provide a well-coordinated system of public community college education and to carry out the purpose for which the Community College System of New Hampshire has been created. Community College System employment policies shall establish an environment that ensures compliance with all applicable federal and state laws, provides a safe and healthy work environment, and promotes the effective and efficient utilization of CCSNH human resources. At a minimum those policies shall include the following topics: recruitment, selection, appointments, compensation, benefits, performance evaluation, conflicts of interest, discipline, termination and lay-off, attendance and leave, health and safety, personnel records, employee and labor relations, and professional development and training.

314 Publication and Distribution of Policies

314.1 The Chancellor shall develop and administer a process for publishing and distributing BOT and System employment policies and any corresponding operational procedures within the Community College System.

314.2 The college presidents shall develop and administer a system for publishing and distributing college policies and procedures within their respective institutions and the Chancellor's office.

314.3 The distribution of such employment policies shall be designed to provide employees access to all BOT, CCS, and college policies and procedures.

315 Priority of Policies

A policy of the Board of Trustees shall have priority over any conflicting policies of the Community College System and the component colleges. Similarly, a policy of the Community College System shall have priority over any conflicting policies of the component colleges.

316 Reporting

Community College System employment policy changes approved by the Chancellor shall be reported to the BOT Personnel Committee on a periodic basis as appropriate.

### **320. Employment**

#### **321 Equal Employment Opportunity**

In accordance with Article VII of the BOT By-Laws, the Community College System and each of its colleges shall comply with all federal and state laws prohibiting discrimination in its recruitment, selection, and employment practices.

#### **322 Employment of Trustees**

322.1 No member of the Board of Trustees, other than the Chancellor, Vice-Chancellor, and College Presidents, may receive compensation for services rendered to the CCSNH or any of its colleges, except under the conditions set forth below.

322.2 Members of the Board of Trustees may be compensated for services rendered to the CCSNH and any of its colleges provided:

322.2a The Board of Trustees' Executive Committee provides prior authorization of the proposed employment including the level of compensation and terms and conditions of said employment.

322.2b The fair market value of the services equals or exceeds the amount of the compensation.

322.2c The proposed employment conforms to the Board of Trustees' Bylaws regarding conflict of interest.

### **330. Employee Benefits**

#### **331 General Policy on Benefits**

331.1 The CCSNH recognizes that employee benefits are part of an employee's total compensation plan. The Community College System shall provide a cost-effective benefits program designed to attract and retain qualified administrators, faculty and staff.

331.2 The Board of Trustees is committed to a single program of CCSNH-wide benefits consistent with its status as a single employer.

331.2.1 Exceptions. There are circumstances where the CCSNH may seek to differentiate benefits for executive officers and/or administrative, managerial, and confidential personnel exempt from the collective bargaining process. The standards for these exceptions shall require a rationale and an analysis of the cost effectiveness, internal equity, and similarity of benefits within other higher education organizations.

332 Authority

332.1 The Board of Trustees shall delegate to the BOT Executive Committee the development of a benefits program for executive officers for approval by the full Board. Executive officers shall be defined as the Chancellor, Vice-Chancellor, and Presidents.

332.2 The Board of Trustees authorizes the Chancellor to develop benefit programs for all other CCSNH employees including, administrative, managerial, and confidential personnel exempt from the collective bargaining process and employees covered by the collective bargaining agreement according to financial and benefit parameters authorized by the Board of Trustees. Benefit programs and policies shall comply with state and federal regulations and such conditions as negotiated through the collective bargaining process.

332.3 The Chancellor shall be responsible for determining and selecting benefit vendors and carriers, interpreting policy and eligibility status, and administering benefit programs and accounts.

332.4 The Board of Trustees retains the authority to approve benefit programs contained in collective bargaining agreements and established for employees exempt from the collective bargaining process. The Board of Trustees reserves the right to amend or terminate the CCSNH's benefits program for executive officers and personnel exempt from the collective bargaining process at any time.

**340. Compensation**

341 The Board of Trustees recognizes that the foundation of a competitive total compensation system is an effective salary administration plan and a comprehensive benefits program that includes responsible compensation decisions, efficient use of CCSNH resources, compliance with applicable federal, state, and contractual requirements, and financial feasibility. The compensation system promotes the following factors, which are reviewed when attention is given to any aspect of total compensation.

- The hiring, retention, and motivation of a qualified and diverse workforce
- Fair and non-discriminatory practices
- Professional development opportunities for employees
- Recognition of individual employee performance
- Internal equity and assessment of job value to the organization
- External job competitiveness with defined, relevant labor markets
- Consideration of financial resources and sustainability.

342 Appointment of Executive Officers

342.1 The Board of Trustees shall delegate to the BOT Executive Committee the development of a compensation system for executive officers for approval by the full Board. Executive officers shall be defined as the Chancellor, Vice-Chancellor, and Presidents. It shall be the goal of the Board of Trustees to establish compensation practices that attract and retain highly qualified individuals for its leadership positions.

342.2 The Executive Committee of the Board of Trustees shall review and approve all executive officer appointments including the level of total compensation. Confirmation of such appointments shall be subject to final approval by the Board of Trustees in accordance with BOT policy.

343 Appointment of Administrative, Managerial, and Confidential Personnel

The Board of Trustees authorizes the Chancellor to establish the classification assignments and appoint and fix the total compensation within the established pay ranges and benefits for CCSNH administrative, managerial and confidential personnel exempt from the collective bargaining process.

344 Compensation System

344.1 The Board of Trustees authorizes the Chancellor, in consultation with the CCS Leadership Team, to establish a job evaluation system and compensation policies in compliance with state and federal regulations and compensation conditions as negotiated through the collective bargaining process.

344.2 The Board of Trustees retains the authority to approve compensation agreements contained in collective bargaining agreements. The Board of Trustees delegates to the BOT Personnel Committee the responsibility to review and recommend compensation proposals for faculty or staff engaged in certified collective bargaining. The BOT Finance Committee shall be responsible for determining the funding recommendation for such proposals.

345 Voluntary and Involuntary Separation of Executive Officers and Administrators

345.1 It is expected that executive officers shall provide reasonable advance notice of a voluntary resignation or retirement to allow for the process of replacement. Such advance notice shall be at least 60 calendar days prior to the anticipated date of resignation or retirement.

345.2 It is expected that administrative, managerial, and confidential personnel shall give at least 30 days notice of a voluntary resignation or retirement.

345.3 Voluntary separation for those full-time executive and administrative positions categorized as unclassified personnel by the State of New Hampshire on June 30, 2007 shall receive upon termination of employment 3 days salary for each year of full-time employment.

345.4 Involuntary Separation. The Chancellor and Presidents serve at the pleasure of the Board of Trustees and the Vice-Chancellor serves at the pleasure of the Chancellor.

**350. Employee and Labor Relations**

351 Authority

The Board of Trustees retains the authority to approve any proposed contract between the Board and certified collective bargaining agents representing CCSNH faculty and/or staff.

352 Delegation of Authority

352.1 The Board of Trustees shall delegate to the BOT Personnel Committee the responsibility to oversee labor relations and to make recommendations for bargaining guidelines to the Executive Committee or the full Board, as designated. The Committee shall provide status reports on labor negotiations to the Board of Trustees, as needed.

352.2 The Board of Trustees delegates to the Chancellor, in consultation with the BOT Personnel Committee, the authority to direct contract administration and grievance handling, to establish labor-management protocols and practices, to develop labor negotiations strategies, and to develop employee and labor relations policies. Such policies shall include but are not limited to statements on drug-free workplace, conflict of interests, and other working condition issues.

353 General Policy on Labor Relations

The Board of Trustees declares that it is the policy of the CCSNH to foster harmonious and cooperative relations between the faculty and staff and the administration of this system so as to ensure orderly and uninterrupted operation. We acknowledge the right of employees within the system to organize and to be represented for the purpose of bargaining collectively. We further acknowledge our responsibility to negotiate in good faith and reduce to writing any agreement reached between employee organization and the system in accordance with state and federal law. The Board also declares that there shall be no discrimination, interference, restraint or coercion against any employee because of membership within an employee organization.

**360. Equal Employment**

361 Statement of Non-Discrimination

The Community College System is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, the Community College System prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. This statement is a reflection of the mission of the Community College System and its Colleges and refers to, but is not limited to, the provisions of the following laws, as amended:

- Equal Pay Act of 1963
- Title VI and VII of the Civil Rights Act of 1964
- Civil Rights Act of 1991
- The Age Discrimination in Employment Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Americans with Disabilities Act Amendments Act of 2008
- Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974
- Genetic Information Nondiscrimination Act of 2008
- NH Law Against Discrimination (RSA 354-A)

362 Commitment to Equal Employment Opportunities

The Community College System seeks excellence through diversity, among its administrators, faculty, staff and students. The CCSNH shall provide equal opportunities to employees and applicants for employment without regard to race, color, religion, national or ethnic origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, gender identity or expression, political affiliation, or lawful political activity.

**370. Professional Development and Training**

371 Policy Statement

The Board of Trustees believes that it is vital to the functioning of any organization that employees be encouraged and given the opportunity for professional development. Professional development is the responsibility of both the employee and the employer. Professional development opportunities shall be determined by system and college policy, and may include workshops, conferences, seminars, credit-course instruction, job-related training, supervisory training, and educational leave opportunities.

372 General Policy

372.1 The system and each of its community colleges shall establish policies and procedures to promote the training and development of faculty and staff to foster organizational productivity and efficiency and individual growth and advancement.

372.2 Development and training policies shall comply with all state and federal laws, collective bargaining provisions, and BOT policies.

372.3 Professional development training and/or travel shall be subject to the availability of funding. The Chancellor, in consultation with the CC System Leadership Team, shall determine the approval process for funding.

373 Tuition Discount

373.1 In accordance with RSA 188-F:15, II, the Board of Trustees authorizes full-time employees who have one year of previous service at the Community College System, free tuition and to the dependents of such employees a 50 percent discount of tuition, at the Community College System of New Hampshire.

373.2 For full-time employees, the tuition benefit includes a 100% tuition discount and the waiver of any mandatory fees generally required of other students for enrollment in any credit or non-credit course offered by a



CCSNH college. The tuition discount does not apply to courses that other educational institutions may offer, even if on a Community College System campus or academic center.

374 Reporting

The CCSNH Director of Human Resources shall provide a summary report of system-wide professional development activities to the BOT Personnel Committee on an annual basis.

**380. Safety**

381 Policy Statement

A safe and secure environment is a fundamental requirement for fulfilling the mission of the Community College System of New Hampshire. It shall be the policy of the Board of Trustees to promote a safe and healthy environment for all employees, students, and visitors, and to protect and maintain CCSNH properties reasonably free from threats to the safety of our community, including hazardous conditions, vandalism, violence, and other destructive acts. The Community College System will comply with existing federal, state, and local regulations and generally accepted standards governing health and safety. All employees shall be responsible for complying with safety policies and procedures and reporting safety concerns to management.

382 General Policy

382.1 The Chancellor, in consultation with the CCSNH Leadership Team, shall establish system policies that comply with state and federal regulations and that provide a safe environment for those present on our college campuses and academic centers and secure our properties. The Chancellor shall allocate appropriate available resources and take necessary steps to ensure that system policies are enforced. System responsibilities shall include the establishment of a system emergency management team responsible for the development and implementation of a Community College System emergency response plan and crisis/incident communication plan.

382.2 The Presidents shall allocate appropriate available resources and take the necessary steps to comply with state and federal regulations, to promote the health and safety of employees, students, and visitors and to ensure that their institutions are reasonably safe and secure. Institutional responsibilities shall include the following:

- Maintaining strong working relationship with local and state law enforcement, fire agencies, and other emergency related agencies such as FEMA and Homeland Security.
- Completing a biennial campus risk assessment and safety plan in consultation with local fire and police departments.
- Establishing a college emergency management team responsible for the development, implementation, and maintenance of an emergency response plan, a crisis/incident communication plan, and the coordination of staff training in emergency management procedures.
- Promoting safety awareness and encouraging the reporting of observed hazards, violations of policy, or risks.

382.3 Pursuant to the provisions of RSA 281-A and Article XIII of the Collective Bargaining Agreement between the State of New Hampshire/State Employees' Association, the Presidents shall establish a college safety committee composed of equal members of management and employees. The College Safety Committee shall meet at least quarterly to develop and carry out workplace safety programs, including site inspections and the conducting of education/training on workplace safety.

383 Reporting

On or before October 1 of each year, the Presidents shall provide the Chancellor with their respective institution's updated emergency response and crisis/incident communication plans, and safety assessments.