

MARION MILITARY INSTITUTE

FACULTY/STAFF HANDBOOK

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MEMORANDUM #1 – President’s Philosophy, Guidance and Expectations

DATE: October 29, 2013

TO: Faculty and Staff of MMI

FROM: Colonel David J. Mollahan, President

As MMI president, this is my general policy statement that intends to shape and inform MMI policies. Represented are philosophies, guidance and expectations with regard to how our institution should operate, and how I believe each of us should participate as a member of the MMI team.

These are born of my own experience in various leadership positions throughout my Marine Corps career, but I believe they are relevant in any setting in which an organization of people, aimed at a common mission, functions to achieve that mission. The mission we have as an educational institution is so important and so essential that we owe it to our cadets, their families, and the country to do all we can to be the best people we can be, be the best at what we do, and work together to provide the best educational experience possible.

Basic Courtesy and Respect

I believe that this is the foundation of good leadership and a well-functioning team. It all starts with the establishment of a work environment in which everyone is treated with courtesy and respect. Every individual deserves such treatment. Respect for human dignity is an elemental imperative in everything we do. This is a people profession, and people are our single most precious resource, and they must be treated in a manner that reflects this reality.

A work environment that tolerates sexual harassment, harassment or bullying, discriminatory behavior, gossip, innuendo, or any other such disrespectful activity cannot be allowed to exist. Not only is it wrong and unacceptable in the most basic sense, not only is it inconsistent with our ethos and mission as a higher educational institution imbued with military values, but it is also completely counterproductive to good team building and will lead to failure.

No organization can ever be truly great without mutual respect among its members. As an institution of higher learning our mission is so important that we have to be great, and to be great we must function as an effective team. Good team building starts with each of us committing to the idea that basic courtesy and mutual respect are mission essential.

Adherence to high standards of courtesy and respect extends into the execution of our mission as well. As a professional service organization, basic courtesy and respect are essential in our daily dealings with those we serve and with whom we engage; our cadets, parents, guardians, alumni, or any other constituents. Abrupt or disrespectful language or demeanor, failure to return phone calls, displays of impatience, etc., are all inconsistent with our mission to serve the needs of our cadets. How we treat each other is a measure of our character. How we treat our constituents is a measure of our professionalism.

Professional Respect

Where basic courtesy and respect are things that each of us deserves, professional respect is something that each of us must earn. Professional respect is gained through demonstrated commitment to this institution and its mission; commitment to our respective positions and duties; commitment to the achievement of individual professional excellence. Those who work hard, who try to make a difference, who try to make themselves better as professionals, who try to contribute as much as possible to the greater good, and tend to be more selfless than selfish are those who earn the most in terms of professional respect.

Within our institution, team building requires professional respect to cut across Departments. It is unacceptable that one Department operate at odds with another. We are one institution. No one Department is more or less important than another. Each Department has roles and responsibilities that are essential, and are to be respected. Therefore, we must on the one hand respect each other's roles and responsibilities, but on the other hand be able to work together and support one another across Department boundaries.

The 4 Cs: Communications, Coordination, Collaboration, Cooperation

The key to effective organizational team building is found in its intra-organizational communications, and with that the ability to keep each other informed. The senior leadership has a responsibility to pass on strategic guidance and information of general interest. Each supervisor at every level is responsible to do the same within your area of responsibility. Each member is responsible to take an active role in keeping apprised of information provided, and for passing information up the chain of command as well as across it.

Inter-departmental communications ensures that actions, policies or decisions in one Department do not create unintended second and third order effects in another Department or across the entire College. Always ask the questions: "What do I know, or what am I doing? Who else should know? And have I told them?"

All Departments must establish an active communications posture. Supervisors must keep members informed of Department and school activities, new policies, training opportunities, etc. Supervisors must also actively seek subordinate input on issues of concern, on ideas for better ways to do business, save money, etc.

A general attitude of cooperation and collaboration is necessary throughout MMI. We need to sustain a mindset that we are all part of the same team, the same family, that we are all on the same side trying to collectively achieve the same mission. We need to commit ourselves to a spirit of cooperation and active collaboration in our efforts to effectively operate in a collective manner. It is essential that we communicate, coordinate, collaborate and cooperate.

Expertise and Training

Each of us must be an expert in our field. We must each seek to excel in our respective position with the aim at being the best there is in that position. To that end, training is an essential element. We are each expected to ensure that specified position training requirements are met, and training opportunities that directly enhance expertise and job performance are pursued. Where scarce resources may limit off-site training, supervisors are expected to find other creative ways for training to be accomplished, either through on-line resources, in-house training, or guest trainers that can come on-site for the benefit of multiple employees.

Training is mission essential, and we are to exhaust all means to achieve the necessary training to ensure we each can perform our duties and execute our mission at the highest levels of professional competence possible.

Policies, Procedures, Guidelines, and Compliance

As professionals, we are each expected to be educated on policies, procedures, and guidelines that govern our respective areas of work responsibility as well as those general responsibilities that come with being an employee of the State and of MMI. Each Department must continually stress the importance of familiarity with operating procedures and policies in accordance with MMI, State, and Federal requirements. Each of us must have knowledge about how to access this kind of information, and must be informed about the content of this information.

It is essential that all operations in every functional area of MMI are done in compliance with all guiding policies, procedures and guidelines. Knowledge and compliance are not only a part of being a professional, but are necessary for the best possible functioning in our day to day operations and activities. At the same time, this allows us to successfully bear the scrutiny of inspectors and examiners that may be required to inspect our programs and operations from time to time.

Timeliness

Timeliness in all things is the mark of a professional, and more fundamentally, is a matter of simple courtesy. It is expected that all MMI events will start on time; meetings will start and end on time; due dates for tasks assigned will be met on time; reports required within MMI, by the State, or by the Federal government will be completed by the due date assigned, on time. When a due date will not be met, timely notification is expected to be given.

Cadets are expected to be at their appointed place of duty whether it is for class, formation, athletic practice, duty, etc., on time. Accountability for failure to do this reinforces the development of their sense of exactness, attention to detail, and discipline.

In my view, lack of concern about timeliness, whether in a staff member or a cadet, is both selfish and disrespectful. It is also indicative of a lack of focus, self-discipline, and attention to detail, and the mark of a sloppy and unprofessional attitude. Such an attitude is not in keeping with the high standards of professional performance expected of us all here at MMI.

Setting the Example

Each of us can have an influence on our cadets. Everything we do, in every way we do it, must be done to the highest standards of personal and professional excellence. We must each be an example of maturity, responsibility, and dedication to duty. We must be an example of courteous and respectful attitudes on the personal level, and in the work place.

At the same time, we must each help to reinforce the ideas of personal accountability in the actions of each cadet we interact with. Unexcused absences, tardiness, sloppy uniforms, inappropriate language, disrespectful attitude, all require each of us to confront and correct it wherever and whenever we see it, and report it to the Commandant whenever deemed necessary for more formal accountability. Our cadets will never become responsible if they aren't held accountable.

The cadets will learn something about accountability, responsibility, standards, respect, courtesy, self-discipline, and leadership from every one of us they engage with. This is not only the domain of the Commandant and his staff, the Honor and Respect program, or the cadet leadership and character development program, but the domain of everyone on this campus. Always set the example, because they are always observing and learning. What we want them to see and learn is what is right, because without learning this, their potential will be unnecessarily limited, and as educators we will have failed them.

Passion

Finally, our business of education requires passion. To be truly effective, each of us has to believe that our role is one that contributes to a greater good. In the case of MMI, this good is defined by our efforts to prepare our posterity to assume their place in the world; to become successful contributing members of American society; to assume their role as our country's next generation of leadership. No one at MMI has just a job. Rather, every one of us at MMI has a duty for a greater purpose, and that purpose is to provide a higher education to our cadets. Everything each of us does leads to this. It requires a passion to believe in this purpose, and with that passion will come a sense of contribution that makes each job more than a job, and gives each of us the right to feel justly proud of what we do here. It is this pride that will drive us all to establish and sustain ourselves as a premier institution of higher learning. Without passion, we just get by; with it, we excel.

SECTION 1

HISTORY, MISSION, GOALS, AND ORGANIZATIONS

Policy 1.1: Accreditation

Marion Military Institute (MMI) is accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033, to award the associate degree. Inquiries relating to MMI's accreditation may be made to Dr. Susan Stevenson, Executive Vice President/Chief Academic Officer, Marion Military Institute, 1101 Washington Street, Marion, Alabama 36756; sstevenson@marionmilitary.edu

Policy 1.2: History

MMI is the nation's oldest Military Junior College, tracing its origins back to 1842 with the founding of Howard College by the Alabama Baptist Convention. In 1871, the military model was introduced at Howard College by a new president, Colonel James T. Murfee, who had recently arrived from The University of Alabama where he had served as Commandant of Cadets and a math instructor. Colonel Murfee had fought in the Civil War's Battle of Tuscaloosa with a contingent of cadets in 1865, and then had helped to rebuild the University of Alabama after the Civil War. Upon arriving at Howard College in 1871, Colonel Murfee, with the support of the Board of Trustees, established institutional policies that demanded high standards for the development of character, academic excellence, and military traditions, putting into place the foundational philosophy of what was to become Marion Military Institute (MMI).

In 1887, the Alabama Baptist Convention voted to move Howard College to Birmingham, Alabama, where it would later become Samford University. At the time of the move Colonel Murfee, along with several of the faculty and Trustees, chose to remain on the existing campus and formally chartered MMI.

The Army ROTC program and the Service Academy Program were introduced in the early 1900s in response to WWI, and the MMI high school began to gain a more formal organization. The Army ROTC program paved the way for the Early Commissioning Program which was established in 1966, and is found only in the country's five Military Junior Colleges. MMI operated as a private institution governed by a Board of Trustees until 2006 when the Alabama legislature voted to merge MMI into the Alabama Community College System, and to disestablish the high school. MMI is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate of Science and Associate of Arts Degrees. MMI was reaccredited by SACS in 2006.

Policy 1.3: Mission Statement and Vision Statement

Mission

Marion Military Institute, a two-year public institution, educates and trains the Corps of Cadets in order that each graduate is prepared for success at four-year institutions, including the service academies, with emphasis on providing intellectual, moral-ethical, physical-athletic, and leadership development experiences in a military environment.

Vision

Marion Military Institute will continue to transform itself through initiatives which will create comprehensive excellence, innovative leadership, and strategic alliances. MMI will broaden the range of rigorous and relevant academic programs; recruit quality cadets, faculty, and staff; increase enrollment; and expand its commitment to superior infrastructure, including modern technology. This transformative process will enhance MMI's nationally recognized position as a unique, premier two-year college preeminent in military training and dedicated to the success of all cadets.

Policy 1.4: Institutional Goals

Goal 1: Academic Programs – MMI will grow its academic program to include pre-professional degree concentrations, increase its enrollment in both quality (increase basic and Early Commissioning Program cadet average ACT score from 19 to 21) and size (between 5 and 10 percent) and expand its total full-time faculty by 20 percent.

Goal 2: Leadership – MMI will implement intentional strategies so that 100 percent of faculty and staff engage in one or more professional development activities each academic year; increase leadership opportunities for cadet ranks with no less than 50 percent of cadets experiencing a formal leadership role over the course of one academic year; provide at least four formal leadership programs, open to all members of the college community.

Goal 3: Quality of life of cadets – MMI will increase cadet satisfaction with residential life, extra-curricular opportunities, and general cadet welfare.

Goal 4: Infrastructure – MMI will secure funding and complete construction on a math, natural science, and military science building; plan and secure funding for additional residential space; and improve existing facilities to provide a safe, aesthetically pleasing, and cost-effective environment. MMI will double the current number of Smart Classrooms from 10 to 20; begin conversion to a virtualized environment; and provide professional development opportunities in technology to all faculty and staff.

Goal 5: Resources – MMI will expand and diversify its resource base by launching a capital campaign; increasing annual fund giving by 10 percent each year; securing at least one significant federal allocation; obtaining additional state funding for new academic programs and additional faculty; and increasing strategic partnerships, grants and contracts, while maintaining sound financial management.

Policy 1.5: Administration of the College

President

The President is the chief executive officer and is responsible to the Chancellor for the day-to-day operation, management, control, supervision, maintenance, regulation, and improvement and advancement of MMI. The President is responsible for operating MMI within State Board of Education policy and all applicable state and federal laws, and to ensure institutional compliance with all appropriate accreditation requirements as a member of the Southern Associations of Colleges and Schools Commission on Colleges. The President also serves as the Vice Chairman of the Alabama Military Hall of Honor Board of Directors, and as MMI's primary representative for MMI membership in the Association of Military Schools and Colleges of the United States (AMCSUS).

Executive Vice President/Chief Academic Officer

The Executive Vice President/Chief Academic Officer is responsible for general oversight of MMI's academic programs, faculty, instructional support requirements, and accreditation

requirements. As the senior officer of the President's staff, the Executive Vice President serves in the President's stead in the President's absence or as may otherwise be required.

Vice President for Student Affairs and Commandant of Cadets

The Vice President for Student Affairs and Commandant of Cadets is the chief administrative officer for student affairs and services, and the advisor to the President regarding cadet development and support. Responsibilities include administration, discipline, health, welfare, security, and character and leadership development of all MMI cadets. Responsibilities also include planning, coordination and execution of general daily operations, activities, and special events, as well development, execution and oversight of the MMI Leadership Education Program (LEP).

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for all matters related to fund-raising, alumni affairs, donor relations, government relations, strategic engagement, and public information and relations. Responsibilities also include duties as Executive Director for the MMI Foundation Board of Trustees and Advisors, as liaison to the Presidential Advisory Council, and as supervisor over the Executive Director for the Alumni Brigade.

Vice President for Finance and Business Affairs

The Vice President for Finance and Business Affairs is the chief financial officer, responsible for college-wide budget management including accounting, payroll, general services and auxiliary enterprises; as well as general oversight of facilities management and financial aid management, and other business matters as may be assigned by the President.

Director of Athletics

The Director of Athletics is responsible to the President for the day-to-day management, supervision, administration, promotion and development of MMI's intercollegiate athletic programs. Responsibilities include athlete recruiting, retention and academic success; supervisory oversight of the coaching staff; oversight of all athletic compliance requirements; and management of all athletic facilities.

Director for Enrollment Management

The Director for Enrollment Management is responsible for oversight of student recruitment, application, and enrollment functions of the College. Responsibilities include strategic enrollment planning and implementation of initiatives to meet the overall enrollment goals of the College and to support the recruitment, admission, retention and graduation of cadets.

Chief Instructional Officer

The Chief Instructional Officer reports to the Executive Vice President/Chief Academic Officer and is responsible for the daily operation and supervision of the academic program. Responsibilities include direct supervision of the faculty and classroom instruction, resolution of cadet academic issues, supervision and coordination of all academic assessment initiatives, and development and staffing of each semester's academic schedule.

Army ROTC Detachment Commander/Professor of Military Science (PMS)

The Professor of Military Science is the senior military officer in charge of MMI's Army ROTC Detachment. The ROTC PMS reports directly to U.S. Army Cadet Command (USACC), and specifically to the USACC 1st Brigade Commander. The PMS works directly with the President and Senior Staff to ensure coordination and execution of all activities regarding the Army ROTC Early Commissioning Program (ECP). Responsibilities include ECP cadet recruiting, retention, military education and training, physical training, academic success and conduct accountability. Additionally, the PMS provides general military support to MMI and the Corps of Cadets by providing military science courses, military training activities, demonstrations, awards and related ceremonies, and other military support as may be agreed upon for the benefit of MMI's immersive military model, MMI's academic, leadership and character education mission, as well as MMI's strategic plans and initiatives.

Director of the Alabama Military Hall of Honor and Museum

The Director of the Alabama Military Hall of Honor and Museum reports directly to the MMI President/Vice Chairman of the Hall of Honor's Board of Directors. The Director is responsible to oversee management, maintenance, and improvements related to the Museum facility and all associated artifacts and display items. The Director also serves as the Executive Director of the Board of Directors and is responsible for coordinating and conducting Board meetings, the Hall of Honor induction selection process, and the annual Hall of Honor induction ceremony.

Executive Staff

The Executive Staff is the equivalent of the President's cabinet. It provides for leadership, supervision, and management of the most senior departments with broad functional and budget management responsibilities.

The Executive Staff will, at a minimum, include the President, the Executive Vice President/Chief Academic Officer; the Vice Presidents for Student Affairs and Commandant of Cadets, Institutional Advancement, Finance and Business Affairs; and the Director of Athletics.

Executive Staff will conduct off-site meetings/conferences on occasion as deemed necessary to discuss, adjust, develop, and/or resolve strategic-level issues, priorities, projects, and/or plans. Selected additional members from the Senior Staff may also be included in these meetings/conferences as determined necessary by the President/Executive Vice President.

Executive Staff will be expected to attend college social functions, commencement exercises, guest speaker events, receptions, Parents Weekend, Alumni Weekend, and other events as may be directed by the President in order to set an example for the College, assist with strategic engagement efforts, or provide for a professional atmosphere of welcome and hospitality.

Senior Staff

The Senior Staff includes all members of the Executive Staff plus the Director of Enrollment Management, Chief Instructional Officer, Army ROTC Detachment Commander/Professor of Military Science and Director of the Alabama Military Hall of Honor and Museum. Senior Staff may include other staff members such as Director of Facilities/Purchasing and Procurement/IT and Director of the Service Academy Program, and others as may be considered organizationally appropriate on a case-by-case basis.

Senior Staff will meet regularly, usually once a week, to ensure effective cross-staff communications and coordination for day-to-day operations as well as future plans and events. The President will chair these meetings, and the Executive Vice President will chair in the President's absence. Senior Staff, as MMI's senior leadership, will be expected to set the standards of performance and professionalism within their respective departments.

Succession of Authority

In the President's absence the Executive Vice President will chair Executive or Senior Staff meetings, attend President's meetings and conferences, and execute selected administrative duties as may be required and agreed upon with the President. The Vice President for Student Affairs and Commandant of Cadets will assume this role in the event of the absence of both the President and the Executive Vice President.

Policy 1.6: Alabama Community College System Board of Trustees

Alabama Community College System	
Governor Kay Ivey President	
Mr. Al Thompson	District 01 Representative
Mr. Ron Fantroy	District 02 Representative
Ms. Susan Foy	District 03 Representative
Mr. Frank Caldwell	District 04 Representative
Ms. Crystal Brown	District 05 Representative

Mr. Milton A. Davis	District 06 Representative
Mr. Chuck Smith	District 07 Representative
Mr. Blake McAnally	Member-at-Large
Mr. Jeffery Newman	Ex officio
Department of Postsecondary Education Alabama Community College System	
Mr. Jimmy H. Baker Chancellor	

SECTION 2

COLLEGE COMMITTEES

Policy 2.1: College Committees

Admissions Committee

The purpose of the Admissions Committee is to rule on the eligibility of students requesting admission to the College, such as students who fit one or more of the following criteria:

1. Transfers from other institutions with academic suspension, dismissal, or disciplinary records.
2. Students requesting reinstatement to the College after suspension/dismissal due to academic citizenship issues.

Academic Appeals Committee

The purpose of the Academic Appeals Committee is to consider appeals brought by students who meet one or more of the following criteria:

1. Students who dispute a course grade and who have exhausted other avenues of appeal per the “Appeal of Course Grade” policy.
2. Students who wish to appeal academic suspension.

Academic Assessment Committee

The purpose of the Academic Assessment Committee is to supervise academic assessment efforts and monitor the effectiveness of MMI’s academic programs and courses.

Academic Council/Curriculum Committee

The Academic Council, composed of academic and professional faculty and staff and chaired by the Academic Dean, is the principal policy-making and advisory body on all matters related to and affecting teaching and educational programs at Marion Military Institute. It is also responsible for ensuring academic quality.

Members of the Academic Council will be selected by the Academic Dean, but will be representative of all academic discipline departments. Terms of service will be at the discretion of the Dean. Members of the Academic Council will include:

- Chief Academic Officer (ex-officio)
- Chief Instructional Officer
- Department Chairs for Humanities; Mathematics and Natural Science; and History, Social Science, and Leadership
- Director of Performing Arts
- Library Director;
- Athletic Director
- ROTC Director
- Registrar (ex-officio)
- Director of Institutional Research (ex-officio)

College Planning Council

The College Planning Council is appointed by the President and acts in an advisory capacity to guide the planning and evaluation process of the College. The membership shall include:

- Executive Vice President and Chief Academic Officer (Chair)
- Chief Instructional Officer
- Athletic Director
- Vice President for Student Affairs and Commandant of Cadets

- Director of Alumni Affairs
- Director of Financial Aid
- Director of Human Resources
- Director of Facilities/Purchasing and Procurement/IT
- Director of Institutional Research
- Director of the Service Academy Program
- Director of Library Services
- Professor of Military Science
- Superintendent of Buildings and Grounds
- Director for Enrollment Management
- Vice President for Institutional Advancement
- Faculty representatives (3 representatives, one from each academic department)
- E salary schedule representatives (2)
- C3 salary schedule representative (1)

Membership from the faculty, E salary schedule and C3 salary schedule will serve two-year terms. The membership may change at the discretion of the President.

Scholarship Committee

The purpose of the Scholarship Committee is to screen and review scholarship applications. The Committee, appointed by the President, is charged with the following responsibilities:

1. Assure the most comprehensive financial assistance program possible through maximum use of Title IV funds, veterans benefits, and institutional and foundation funds;
2. Regularly review all policies and procedures concerning all scholarship/financial aid programs and make recommendations to the President for adjustments, as needed;
3. Recommend to the President the appropriate distribution and awards of all institution and foundation-controlled scholarship and financial aid resources.

Leadership Board

The purpose of the Leadership Board is to recommend cadets for consideration as Cadet Corps leaders. The Board, whose membership is determined by the Vice President for Student Affairs/Commandant of Cadets, will be convened by the Commandant, as necessary, for input on the selection process.

Financial Aid Appeals Committee

The purpose of the Financial Aid Appeals Committee is to consider appeals from cadets whose financial aid has been suspended due to unsatisfactory academic performance. The committee is appointed and convened by the Director of Financial Aid.

Institutional Effectiveness Committee

The purpose of the Institutional Effectiveness Committee is to advise the President on matters related to the review of the College's mission, vision, and goals. Additionally, the committee, which is appointed by the President, evaluates the College's progress in the implementation of the strategic plan.

Campus Safety & Security Committee

MMI's Safety Committee is responsible for ensuring that appropriate health and safety standards are maintained and that appropriate federal and state statutes are observed. The membership shall include:

- Vice President for Student Affairs/Commandant of Cadets
- Superintendent of Buildings and Grounds
- Senior Officer in Charge
- Cadet Representative

Campus Emergency Response Team (CERT)

MMI's Campus Emergency Response Team (CERT) is responsible for crisis management. The membership shall include:

- President
- Vice President for Student Affairs/Commandant of Cadets
- Executive Vice President/Chief Academic Officer
- Vice President of Finance and Business Affairs
- Superintendent of Buildings and Grounds
- Director of Facilities/Purchasing and Procurement/IT
- Senior Officer in Charge
- Public Relations Coordinator

SECTION 3

COMPLIANCE WITH FEDERAL LAW

Policy 3.1: Americans with Disabilities Act (ADA)

COMPLIANCE WITH FEDERAL LAW

**AMERICANS WITH DISABILITIES ACT
EMPLOYEE REQUEST FOR ACCOMMODATION**

The Americans with Disabilities Act prohibits discriminating against individuals with disabilities. The ADA also prohibits retaliation against an employee for taking any action pursuant to the Act.

Definition of Disability: The ADA states that an individual is disabled if s/he:

- has a physical or mental impairment that substantially limits one or more of the individual's major life activities;
- has a record of such impairment; or
- is regarded as having such an impairment

Definition of Qualified Individual: The term "qualified individual with a disability" means:

- an individual with a disability,
- who can perform the "essential functions" of the employment position,
- with or without reasonable accommodation.

Employers are required to provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA.

In order to establish the existence of a disability and request reasonable accommodation under the ADA, an employee must complete and submit a Request for Disability Accommodation Form to Human Resources.

Employees seeking a reasonable accommodation under the ADA must follow the Employee Accommodation Procedures.

AMERICANS WITH DISABILITIES ACT EMPLOYEE ACCOMMODATION PROCEDURES

- 1. Documentation of Disability:** When submitting a Request for Disability Accommodation Form, the employee must provide documentation of the disability from an appropriate health care provider. The employee will be required to sign a Medical/Health Care Information Release Form, so that the health care provider can provide the College with the appropriate documentation.

Upon request, the department chair, supervisor, or cabinet member will provide a written description of the essential functions of the job, which may include the mental and physical demands of the employee's job.

It is the employee's responsibility to ensure that the medical documentation/information requested is provided.

- 2. Temporary Accommodations:** After consultation with the employee, department chair, supervisor, or cabinet member, temporary accommodation may be provided pending receipt and evaluation of the documentation of the disability.
- 3. Evaluation of Documentation:** Upon receipt of documentation from an employee's health care provider, a determination will be made as to whether the employee has a disability as defined by the ADA, and if the employee can perform the essential functions of the position, with or without reasonable accommodations.
- 4. Final Determination and Notification to Employee:** The College has the authority to make the final determination regarding what accommodation, if any, is appropriate. When a final determination is made, the Director of Human Resources will send written notification to the employee of the determination, whether an accommodation has been granted, and if so, will specify what accommodation has been granted. Notification will also be given to the department chair, supervisor, and cabinet member.
- 5. Right to Appeal:** If an accommodation is denied, the employee may submit a notice of appeal to an appeals committee, appointed by the President which will consist of 5 members of the College faculty and staff, within seven (7) working days of receipt of the written accommodation decision.

Policy 3.2: Drug-Free Workplace Policy

In compliance with the provisions of the federal *Drug-Free Workplace Act of 1988*, and the *Drug Free Scholar and Communities Act of 1989*, institutions under the direction and control of the Alabama Community College System will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts.

The faculty and administration of Marion Military Institute are firmly committed to the safety and health of students and staff. The influence of alcohol and other drugs in the workplace are detrimental to the College's ability to provide a healthy learning environment. Therefore, the distribution, sale, purchase, use, possession, or reporting to class or work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or any other illegal or controlled substance while on school property is strictly prohibited and illegal. Furthermore, the

administration hereby notifies all employees, students, outside contractors, or any other persons on school property of its intention to enforce this policy through testing and/or search. If a party exhibits behavior that would cause the faculty or administration to believe or witness distribution or use of an illegal substance or alcohol, appropriate action will be taken.

Any employee of Marion Military Institute that is injured at work or in the course of employment will be tested for drugs and alcohol and if impaired, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug or alcohol impairment. An employee who refuses to submit to, or cooperate with, a blood or urine test after an accident forfeits his/her rights to Workers' Compensation benefits under Alabama Code 25-5-51 and is subject to disciplinary action up to and including termination.

Alcohol may be served on campus, as approved by the President or his designee, for specified social activities or events.

Reference ACCS Board of Trustees Policy 613.01: Drug-Free Workplace.

Policy 3.3: Equal Opportunity in Education and Employment

The ACCS Board of Trustees and the entities under its direction and control are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees without regard to race, color, national origin, religion, age, disability, marital status, or gender, as provided in federal and state law.

Policy 3.4: Family Education Rights and Privacy Act (FERPA)

All Marion Military Institute (MMI) employees have the responsibility to protect the rights of students afforded them under the Family Education Rights and Privacy Act of 1974 (FERPA). The Act provides students with the right to inspect and review education records, seek to amend those records, and limit disclosure of information from the records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education (AACRAO 2012 FERPA Guide, pp. 57-78). The following are provisions of FERPA, with specific application to MMI faculty and staff.

1. Faculty members are not to disclose any restricted information about a student to anyone outside of the College. The only exception to this policy occurs when the Registrar has

informed the faculty that a student has signed a release, indicating that restricted information may be shared with a specific person.

2. Grades are not to be posted in any public manner.
3. It is the supervisor's responsibility to ensure that work-study students who have access to anything other than student directory information are informed of the seriousness of revealing student information to other parties.
4. Faculty and staff members must NOT share any access code to any other person without specific authorization. A student should never have access to a faculty or staff members log-in information.

Policy 3.5: Harassment and Discrimination

1. Marion Military Institute is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such activity is a violation of MMI policy, ACCS Board of Trustees policy, as well as relevant state or federal law.

It is MMI policy that any practice or behavior that constitutes harassment or discrimination shall not be tolerated by any employee, student, agent, or non-employee on the MMI campus and while engaged in any MMI sponsored activity.

For the purpose of addressing this policy, the term "harassment" includes, but is not necessarily limited to:

Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class, or directed at anyone in a way that causes the recipient to feel a recurring sense of discomfort, embarrassment, or degradation. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact as perceived by the recipient.

Any other personal contact solicited during non-traditional business hours may also constitute harassment unless it is clearly associated with work related duties, done only as reasonably required, and not done as a matter of routine, and not perceived as harassment by the recipient.

MMI will not use discriminatory bias, prejudice, standards or practices when making decisions on employee hiring, student admission, scholarship awarding, or in the conduct of any activity associated with supervisory responsibilities, work assignments, performance evaluations, or academic assignments, testing, and grading, or any other activity associated with employment or attendance at MMI.

Employees and students who are found in violation of this policy shall be subject to corrective or disciplinary action as may be recommended by the investigating authority and approved by the President.

2. Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to an appropriate MMI official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.
3. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the *Civil Rights Act of 1964* for employees and under Title IX of the *Education Amendments of 1972* for students. Sexual harassment does not generally refer to occasional well-intended benign compliments that are perceived as such by the recipient. Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its recipients and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature that, when perceived by the recipient, suggests:

- 3.1. Submission to such conduct is explicitly or implicitly a term or condition of an individual's employment or educational opportunities;

3.2. Submission to or rejection of such conduct is the basis for employment or academic decisions affecting the recipient;

3.3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs.

4. Marion Military Institute employees determine the ethical and moral tone for the campus through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different levels of seniority and authority, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the authority with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior that results from such a relationship.

5. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official. Any reprisals shall be reported immediately to the grievance officer or other appropriate official.

ACCS BOARD OF TRUSTEES POLICY 601.04: HARASSMENT

- I. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity;
- E. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
- F. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
 - 1. Touching, patting, pinching, hugging, or brushing against another's body;
 - 2. Commentary of a sexual nature about an individual's body or clothing; or
 - 3. Remarks about sexual activity or speculations about previous sexual experience(s);
- G. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- H. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed.

II. Complaint Resolution

A. Procedures for Reporting Complaints

1. Any member of the Marion Military Institute community who believes that he or she has been the victim of sexual harassment, as defined in Section I, may bring the matter to the attention of any academic or administrative officer, Chief Instructional Officer, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Executive Vice President, who has been designated by the President to coordinate the investigation of such complaints. The President and the System Office Legal Counsel shall be promptly notified of the complaint. The System Office Legal Counsel must be kept informed regarding the progress and results of the investigation of the complaint.

2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment occurs. The complainant must submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.

3. It is the intention of this policy to resolve complaints of sexual harassment as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties.

4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

B. Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate

issues arising during the investigation which were not known to the complainant or the college when the initial complaint was filed.

2. The appropriate college official will notify the accused in writing of the decision to take formal action. Formal action will consist of the Title IX procedures set forth in Board of Trustees Policy Number 620.01 for complaints against college employees.

3. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College.

4. It is the intent of the policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

C. Appeal

The accused or the complainant may, by written request, appeal the decision to the Chancellor within fifteen (15) calendar days of notification of a decision. The Chancellor shall use the appeal process for Title IX complaints set forth in Board of Trustees Policy Number 620.01.

D. Remedial Action

Based on the findings of the hearing panel and the decision of the President of the College and the Chancellor, disciplinary action will be imposed as appropriate depending on the severity of the findings.

III. Education

A sexual harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints.

Reference Alabama Community College System Guidelines for Policy 601.04: Harassment.

SECTION 4

PERSONNEL POLICIES AND PROCEDURES

Policy 4.1: Hiring Process

1. The job announcement will be developed from the position description and approved by the appropriate administrator and the President
2. The job announcement will be sent to the Alabama Community College System for posting and appropriate notification to ACCS applicant pool members.
3. The President may conduct a search alone or may form an Advisory Committee to assist in the search.

- a. The Advisory Committee (if formed) will assist the President , as directed, in reviewing the applicant pool, interviewing candidates, participating in other campus meetings related to the search, or consulting on selections.
 - b. The Advisory Committee serves as an advisory council only to the President with no authority to make recommendations, unless expressly allowed by the President.
 - c. The President is under no obligation to accept any counsel, advice, or recommendation from the Advisory Committee.
 - d. The President has the authority to appoint any single employee or group of employees to an Advisory Committee for any individual search.
 - e. The President shall provide guidance and instructions about conducting the search (“a search charge”) to any Advisory Committee formed. The President may delegate this responsibility to a Human Resources employee (or other designee at the college).
 - f. A Advisory Committee Appointment Form will be completed and maintained in the search file.
4. The job announcement will be posted and distributed as follows:
 - a. Job announcements for Salary Schedules B, C, D, E, H, and L positions will be posted on the MMI website.
 - b. Job announcements for Salary Schedules B, C, D, and E will be mailed to the appropriate distribution list.
 - c. At the sole discretion of the President, the College may advertise open positions, such as on employment-related websites, the individual College website, newspapers, other media outlets, or the ACCS website through notification to ACCS-Human Resources.
 - d. Selected positions may be advertised in the Chronicle of Higher Education or other similar national venues.
5. All application materials must be received by the Office of Human Resources by 4:30 pm on the date of the application deadline.
6. The President shall review all applications received for minimum qualifications and other application requirements. The President may delegate this responsibility to a Human Resources employee (or other designee at the college).
7. The President shall ensure that applicants are considered without regard to race, color, disability, gender, religion, creed, national origin, age, or other unlawful reason.
8. The President shall decide the number of applicants to interview and select which applicants to interview (if any). The President may delegate this responsibility to a Human Resources employee (or other designee at the college) or seek assistance from any Advisory Committee formed.
9. The President shall ensure any interviews conducted are fair and non -discriminatory.

10. The President will notify the Office of Human Resources regarding the employment decision and will provide a written justification regarding the employment decision, which will be maintained in the search file.
11. Applicants will be notified in writing of the President's decision, and all MMI employees will be notified via email.
12. A Notification of Hire form will be sent to ACCS and maintained in the employee's personnel file.

Policy 4.2: Classification of Personnel

A faculty member is a full-time instructor, library director, or counselor who meets qualifications established by the Alabama Community College System and whose salary is derived from Schedule D, as adopted by the Alabama Community College System.

An administrator is any professional staff person whose salary is determined from Schedules A, B, C-1, C-2 or C-3, as adopted by the Alabama Community College System.

A support person is any support or technical staff person whose salary is determined from Schedules C3, E, H, or L, as adopted by the Alabama Community College System and/or Marion Military Institute, or who is paid on an hourly basis.

Policy 4.3: Conflict of Interest and Ethics

1. Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if the interests of any institution under the direction and control of the Board of Trustees were to be disregarded in the course of performing professional duties. The use of official position and influence to further personal gain or that of families or associates is unacceptable behavior.
2. All employees have the right to acquire and retain status of a professional, personal, or economic nature. In a community as diverse and complex as the institutions that comprise the Alabama Community College System, there is always the possibility that the pursuit of individual interest may result in a conflict with those of the employing institution. This places an important responsibility on faculty and staff to recognize potential conflicts and prevent them. It is not expected that every employee will have a complete and current knowledge of the laws and regulations that apply to conflict of interest. However, all persons, particularly those with significant exposure to potential conflict of interest situations, should develop a sensitivity to this issue and seek guidance when appropriate.

Policy 4.4: Employment of Relatives

Marion Military Institute complies with ACCS Board of Trustees Policies 205.03: Employment of Relatives; 205.04: Disclosure of Employment of Relatives; and 205.05: Supervision and Evaluation of Relatives, relative to the employment of relatives. All applicants for employment must disclose certain relationships to employees in the Alabama Community College System or to any member of the Board of Trustees.

Upon initial employment, all employees must complete a Family Relationship Disclosure Form. A revised form must be completed within 15 days of a change of circumstances relating to this information. Additionally, a revised form must be completed if an employee changes positions at the College (See Appendix A).

All applicable relationships will be reported to the Chancellor's office, as required, to be reviewed for possible conflicts of interest.

Policy 4.5: Criminal Background Checks

1. A criminal background check shall be conducted on all new hires.
2. Except as indicated in paragraph 3, individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment. Employees hired in violation of this policy will be subject to termination in accordance with the *Alabama Fair Dismissal Act*.
3. Applicants and current employees convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the applicant or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to:
 - a. the proximity or remoteness in time of the conduct
 - b. the risk of harm to persons or property of the College
 - c. the likelihood of the recurrence of the questioned conduct
 - d. any extenuating circumstances
4. Current employees determined to be unsuitable for employment based on a felony conviction or conviction of a crime involving moral turpitude shall have the right to appeal directly to the Chancellor.
5. Within 10 days, any employee convicted of a felony or crime involving moral turpitude subsequent to a criminal background check must report the conviction to the President.
6. The Chancellor shall issue guidelines to ensure consistent compliance of this policy.

Policy 4.6: Change of Address, Name, and/or Phone Number

All Marion Military Institute employees should inform the Office of Human Resources of any change in address, name, and/or phone number within 30 days of the change through completion of the Address Change/Change of Status form. Any change in name must be accompanied by legal documentation verifying the change (marriage license, etc.) The form to use in making these changes may be found in Appendix B of the MMI Faculty and Staff Handbook.

Applications for adjunct instructors are accepted only as positions are posted and available. Credentials are evaluated by the Chief Instructional Officer to determine qualifications. Adjunct instructors must meet the minimum qualifications set forth by the college, ACCS System Office, and the Southern Association of Colleges and Schools. Neither tenure nor seniority is attained through adjunct employment. Employment and letters of appointment are on a semester-to-semester basis.

The Chief Instructional Officer and appropriate Department Chair are responsible for orientation relating to course syllabi and objectives, grading standards, and other instructional policies and procedures. Supervision of instruction by all adjuncts is also the responsibility of the Chief Instructional Officer and appropriate Department Chair.

Adjunct instructors are evaluated each semester through course evaluation forms and annually through a classroom observation by the Chief Instructional Officer or Department Chair.

Policy 4.7:1: Adjunct and Part-time Instructor Pay Rates

Adjunct instructors are defined by Marion Military Institute (MMI) as those who teach no more than 2 courses per semester (maximum of 8 credit hours per semester). Base pay for adjunct instructors is \$500 per credit hour. An adjustment of \$250 per credit hour may be made by the Chief Instructional Officer for purposes of compensating for travel and/or exceptional credentials and/or work experience. The President has final approval on all adjunct and part-time hiring and pay.

The category of part-time instructors indicates those who teach 3 college level courses (at least 9 credit hours) per semester. A part-time instructor is paid at the rate of 66 percent of the salary category under which he or she would fit on the Alabama Community College System D schedule, according to his or her experience and qualifications.

Policy 4.8: Duty Days and Holidays

The normal work week for full-time, non-instructional personnel employed by Marion Military Institute is at least forty (40) hours. Days that the College is officially open are duty days for full-time, non-instructional employees of the College.

Employees shall be allowed the following official holidays on which days the College shall be closed:

- New Year's Day
- Martin Luther King/Robert E. Lee Birthday
- National Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

Additionally, the President of each college shall designate five other days on which the College will be closed in the official, approved calendar of the College.

Any personnel on an hourly pay schedule, including part-time Security Guard staff on the L Schedule, will receive double time pay when required to work on Federal holidays, as listed above, and/or when required to work on any designated College holiday approved by the President.

Reference Alabama Community College State Board of Trustees 608.02: Duty Days and Holidays.

Policy 4.9: Full-Time Employee Schedule

1. Work Schedule Policy for Full-Time Administrative Personnel

- a. Each full-time support or administrative person is expected to maintain a weekly schedule that includes 40 hours on campus, excluding the lunch period. Administrative offices are to be open from 8am to 5pm, Monday through Friday. Buildings and Grounds personnel work from 7am to 4pm each day. Library personnel work from 7:30am to 4:30pm each day.
 - i. The supervisor of each administrative department may petition the President or his designee for approval for his/her departmental personnel to work a flexible schedule at certain times during the year, particularly during the summer months. At all times, a sufficient number of employees must be present so that the business of the Department may be conducted.

2. Work Schedule Policy for Full-Time Faculty

- a. Each full-time instructor, librarian, or counselor employed on Schedule D is required to maintain a weekly schedule that includes a minimum of 35 hours on campus excluding lunch breaks. Faculty are expected to commit at least 25 hours per week to a combination of instruction and office hours. An instructor's office hours are to be on each course syllabus and posted on the office and/or classroom door.

Reference: Alabama Community College State Board of Trustees 608.02: Duty Days and Holidays; Instructor, Librarian, and Counselor Hours; Flexible Work Schedule.

Policy 4.10: Employee Attendance and Timeliness

It is the policy of Marion Military Institute (MMI) that each employee exercise diligence, professionalism, and responsible behavior in the conduct of themselves and their duties as MMI employees. Each employee is therefore responsible for ensuring compliance with work place attendance requirements as set forth in each employee's Letter of Appointment, and as established by the respective supervisor. Employees are expected to report for duty at the assigned time and place, remain on duty during established work hours, and to accurately report hours worked and leave taken.

Employee work attendance and promptness of arrival have direct effects on the ability of a department to perform work and/or provide services in support of the mission of MMI. Excessive absenteeism and tardiness disrupt normal operations and place an extra burden on fellow employees. Abuses, therefore, will be subject to corrective and/or disciplinary action.

The policy on employee attendance and timeliness has been established to ensure the following:

- Consistent enforcement of attendance requirements and application of corrective and/or disciplinary actions.
- Appropriate corrective action is applied at the lowest level sufficient to address attendance concerns.
- Clear steps are followed so that supervisors and employees may discuss attendance problems affecting the department and its productivity, and provide an opportunity for employees to correct attendance and timeliness deficiencies.

For purposes of this policy, the following definitions apply:

- Absence - an employee is away from work.
- Unauthorized Absence – an absence that the employee's supervisor has not approved.
- Failure to Remain on Duty – leaving work during established work hours or exceeding an established break period without supervisor approval.
- Pattern of Absences – absences which occur with a common factor (day of week, day before/after holiday, etc.), at least 3 times within 6 months.
- Tardiness – failure to report to work at the assigned starting time.

Unauthorized Absence

An absence shall be considered "unauthorized" whenever the employee's supervisor and/or department have not been properly notified, and supervisor approval has not been given. Responsibility for excusing an unauthorized absence shall rest with the immediate supervisor who shall determine whether or not an employee's explanation for the absence is reasonable. Supervisory discretion for corrective action shall be exercised depending on the severity of the

violation. The supervisor should take into consideration any mitigating circumstances and the employee's overall attendance record when deciding upon corrective action. An unexcused absence may be recorded as leave without pay at the discretion of the supervisor and upon approval by the President. Otherwise, it must be charged to the employee's sick leave, annual leave, or personal leave, as appropriate. However, a supervisor may only designate an unapproved medical-related absence as "unauthorized" after gaining concurrence from the Director of Human Resources and approval from the President.

Failure to Remain on Duty

An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization. Incidents of failure to remain on duty will be treated in the same manner as unauthorized absences.

Pattern of Absences

A pattern of absence exists when an employee's absences occur with a common factor (day of week, day before/after holiday, etc.) at least 3 times within 6 months. For instance, an employee who is regularly absent from work on a Monday, a Friday, or the day before or after a holiday, may be viewed as displaying a pattern of absence. Employees exhibiting a pattern of absences will be subject to corrective and/or disciplinary action.

Tardiness

All Marion Military Institute employees are expected to report for work on time as per the work schedule established by MMI and/or the immediate supervisor. When an employee fails to report to work at the specified start time, he or she is considered tardy. Tardiness will be considered excessive when it occurs more than 3 times in a given pay period for two or more consecutive pay periods. Excessive tardiness may be grounds for corrective action, and if it continues, disciplinary action may be taken, depending upon its severity, frequency, and impact on departmental work performance.

Employees who are chronically unable or unwilling to report to work on time present a hardship on other employees. Those employees who receive corrective action under this policy are expected to improve their attendance/punctuality. Failure to improve and/or sustain improvement shall result in the employee receiving disciplinary action.

Corrective Action

Corrective actions may include informal counseling, formal written counseling, performance evaluations, and/or pay adjustments. Formal written counseling shall be used by supervisors to notify the employee in writing of any “unauthorized” absence with rationale for the absence being declared “unauthorized” and any recommended corrective actions and/or future consequences if corrective actions are not taken. A copy of the completed and signed counseling form shall be placed in the employee’s personnel file. Other corrective actions may include pay adjustments. A recommended pay adjustment will be included in the written counseling, and submitted to the President for approval as leave without pay.

Disciplinary Action

Disciplinary Action may be taken if absence/tardiness violations continue despite corrective actions. Disciplinary actions may include suspension without pay and/or termination.

Faculty members are directly responsible to the appropriate Department Chair and the Chief Instructional Officer. Instructors are required to meet classes as scheduled and devote adequate planning time to provide quality instruction for the prescribed time. Classes begin on the first day of class each semester and should be taught the entire time period. Instructors are expected to conduct class in a professional manner and in a pleasant/helpful atmosphere. All classes will meet according to the time and date scheduled unless prior approval from the Chief Instructional Officer for change has been granted. Every attempt should be made by a faculty member to contact the Chief Instructional Officer prior to a scheduled class when that instructor anticipates being late or absent. Faculty anticipating absences should request approval of the Chief Instructional Officer. Faculty are required to disseminate an approved college-wide course syllabus to each student in each course at the beginning of the semester.

In keeping with the College's policy of assisting students and promoting student success, faculty members are encouraged to assist students outside of class whenever possible. This may entail arriving early and staying beyond the scheduled time for the class. Faculty are required to serve as academic advisors and keep posted office hours.

For a more detailed description of faculty duties, members should refer to the formal job description signed by them at their annual performance appraisal.

Policy 4.12: Instructor Load and Hours

Each full-time faculty instructor at any college under the authority, direction, and control of the Alabama Community College System shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, at the College. The duties of an instructor are determined by the President, in consultation with the Chief Instructional Officer, with consideration given to number of preparations, number of students taught, number of contact hours, and other collegiate responsibilities.

The faculty must be available during regularly scheduled office hours which are at times other than scheduled classes. The times of the office hours are to be posted outside each faculty office, at the faculty member's department, and on the faculty member's course syllabi. The faculty member will inform the department chair of his/her office hours the first day of classes each semester.

Full-time faculty members will maintain a minimum of *ten office hours per week* and will also make provisions for meeting with students by appointment at a mutually convenient time beyond the stated office hours.

If, for any reason, a faculty member cannot meet the posted office hours, the faculty member will inform the Department Chair. If possible, the Department Chair will note the absence on the faculty office door.

Office hours should be scheduled at a time convenient for both students and colleagues, i.e., sometime between 7:30am and 5:00pm.

Policy 4.13: Overload Classes and Under-Enrolled Classes

Each full-time academic instructor at Marion Military Institute shall teach 15 to 16 credit hours per semester, per Alabama Community College System Board of Trustees 608.02. Upon recommendation from the Chief Instructional Officer, the President will determine equivalent credit hours for nonteaching assignments in accordance with guidelines established by the Chancellor.

If enrollment dictates that additional course sections are needed, the Chief Instructional Officer may ask faculty members to teach a course in addition to the standard course load. Faculty members will be compensated for the additional course load, according to the number of credits assigned to the extra course.

The Chief Instructional Officer reserves the right to cancel or combine low-enrollment classes for the purpose of effective scheduling.

Reference Alabama Community College System Policy 608.02: Instructor Load and Hours, and Accompanying Guidelines.

Policy 4.14: Fair Labor Standards Act-Overtime

The Fair Labor Standards Act sets the federal minimum wage and requires that non-exempt employees be paid overtime at 1½ times the regular rate of pay for all hours worked over forty (40) hours in a work week. Non-exempt employees are employees whose positions do not meet the FLSA tests for exemption from the overtime provisions. Compensatory time (comp time) may be substituted for overtime pay at 1½ times the regular rate. For example: If an employee works two (2) hours overtime, they must be given three (3) hours of comp time. The law also provides for certain exemptions from overtime pay, including exemptions for executive, administrative, professional, and certain computer employees. To be exempt, an employee must generally satisfy three tests:

1. The minimum monthly salary must be \$1,971.66 or greater (annual salary of \$23,660 or more).
2. The employee must be paid on a salary basis (i.e., the employee must regularly receive a predetermined amount that cannot be reduced because of variations in quantity or quality of work performed).
3. The employee must satisfy the duties test for the particular exemption (executive, administrative, professional, or certain computer employees).

For more information on the FLSA go to the Department of Labor web site at www.wagehour.dol.gov.

Policy 4.15: Compensatory Time Policy

When A Non-exempt Employee May Be Required To Work Overtime:

A non-exempt employee may, upon mutual agreement of the employee and college, work more than forty (40) hours during a workweek. A non-exempt employee may be required to work more than forty (40) hours in any work week if (a) the College directs the employee to do so, and (b) an "emergency condition" exists. For purposes of this procedure, an "emergency condition" exists if, in the opinion of the College President, one or more of the following is present:

1. A situation which endangers or potentially will endanger the physical, mental or emotional health or safety of property for which the College is ultimately responsible, and the performance or overtime work would or may reasonably be expected to contribute to the reduction of said danger or perceived danger;
2. A situation in which the performance of necessary overtime work will increase the effectiveness of college registration, enrollment, orientation, graduation, or commencement activities, but under such circumstances that a given employee will not be required to work overtime unless the College has previously taken reasonable action to obtain the services of other qualified employees who are willing and able to perform the work required of the employee;
3. A situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of college goals or efforts to obtain a college or program accreditation from recognized accreditation agencies or organizations. Under such circumstances a given employee will not be required to work overtime unless the College has previously taken reasonable action to have the work done during normal work hours (that is, reasonably good planning would not ensure the timely performance of the work to avoid an "emergency" concerning accreditation).
4. A situation exists in which the performance of overtime work is reasonably necessary in order for the College to respond to the legal directives of governmental agencies or bodies. These include the Alabama Community College System, Department of Postsecondary Education, any State college or university.

Working Extra Hours In A Day

An employee is not entitled to overtime pay (that is, pay at one and one-half times the normal rate), either as pay or compensatory time off at one and one-half times the normal rate of compensation, for hours worked in a day beyond those normally worked in such day. However, under those circumstances described in this procedure a non-exempt employee may be entitled to overtime compensation for hours worked during a work week greater than forty (40) hours.

Options For Compensation For Overtime Hours Worked

When the President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the employee to work overtime. Once the employee has agreed to perform overtime work, the President/designee and the employee must agree on how such overtime work will be treated. There are three options available:

1. The employee will receive compensatory time at one and one-half times the rate of actual overtime hours worked. Example: If an employee works four hours of overtime, he or she will receive six hours of compensatory time which can be used at employees discretion (See also Use of Compensatory Time Off) but within six (6) months after the time has been earned.
2. The employee will receive overtime pay at one and one-half times his or her normal hourly rate for each hour of overtime work performed. Example: If an employee's normal hourly rate computes to \$5.15 per hour, he or she will receive \$7.73 for each hour of overtime work performed.
3. If an employee works hours beyond the normal workday and then chooses to decrease hours worked in a workday later in that same work week, he or she may do so but only on an hour-for-hour basis. The rationale behind this is that such employees have not worked over forty hours for the work week and, therefore, the one and one-half times rate of compensatory time does not come into effect.

Procedures For Compensatory Time Off

1. If an employee elects to receive compensatory time off, the employee will be permitted to use accrued compensatory time within a reasonable period after it is requested, if to do so does not duly disrupt the operations of the College, but within six months after it is earned.
2. The maximum compensatory time, which may be accrued by an affected employee, will be 240 hours (160 hours actually worked). An employee who has accrued the maximum number of compensatory hours will be paid overtime compensation in check form for any additional overtime hours of work on the next payroll cycle.
3. Payment for accrued compensatory time upon termination of employment will be calculated at the average regular rate of pay for the final three years of employment, or the final regular rate received by the employee, whichever is higher.

Policy 4.16: Postsecondary Faculty Qualifications

2.2. Level IV-Group B

2.2.1. Degree Requirement:

Option (a) Specialist degree (minimum thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.2.2.(c) below.

2.2.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours is a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Twenty-four (24) graduate semester hours in accordance with Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor and composed of two technical Deans of Instruction and two instructors in each program area. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.2.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

2.3. Level IV-Group C

2.3.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program)

2.3.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) Six (6) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The thirty (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed.

2.3.3. Work Requirement:

Six (6) years of successful full-time experience as a master craftsman/journeyman in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.4 Level III-Group A

2.4.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

2.4.2. In-field Requirement:

Option (a) Fifty-four (54) graduate semester hours in the teaching field

Option (b) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.)
Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.5. Level III-Group B

2.5.1 Degree Requirement:

Option (a) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program).

Option (b) Master's degree plus the equivalent of thirty (30) graduate semester hours equivalent as stipulated in 2.5.2.(c) below.

2.5.2 In-field Requirements:

Option (a) Thirty-six (36) graduate semester hours in teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.)
Thirty-six (36) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal training as determined below:

The fifteen (15) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.5.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

2.6. Level III-Group C

2.6.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2.(c) below.

2.6.2. In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.6.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

2.7. Level II-Group A

2.7.1. Degree Requirement:

Specialist degree (minimum of a master's degree plus thirty (30) additional graduate semester hours in a planned program

2.7.2 In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.)
Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.)
Eighteen (18) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.8. Level II-Group B

2.8.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2.(c) below.

2.8.2 In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an accredited institution of higher education)
Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.8.3 Work Requirement:

Three (3) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.9. Level II-Group C

2.9.1. Degree Requirement: Bachelor's Degree

2.9.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field or related field

2.9.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.10. Level I-Group A

2.10.1. Degree Requirement:

Option (a) Master's Degree

Option (b) (Acceptable only for creative and applied arts and occupational programs.) Baccalaureate degree plus in-field requirements in 2.10.2. (c) below.

2.10.2. In-field Requirement:

Option (a) Eighteen graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only for 1(b) above) Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area.

2.11. Level I-Group B

2.11.1. Degree Requirement: Bachelor's Degree

2.11.2. In-field Requirement:

Option (a) Twenty-seven (27) semester hours in the teaching field

Option (b) Specialized coursework equivalent to the community or technical College program

2.11.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

2.12. Level I-Group C

2.12.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core)

2.12.2. In-field Requirement:

Specialized coursework equivalent to the community or technical College program.

2.12.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment.

2.13. Level 0-Group A

(Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses.)

2.13.1. Degree Requirement: Bachelor's Degree

2.13.2. In-field Requirement:

Twenty-seven (27) semester hours in the teaching field

2.14. Level 0-Group B

2.14.1. Degree Requirement: Associate Degree

2.14.2. In-field Requirement:

Major in assigned teaching area.

2.14.3. Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field

2.15. Level 0-Group C

2.15.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core)

2.15.2. In-field Requirement:

Specialized coursework equivalent to the community or technical College program.

2.15.3. Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field

Reference Alabama Community College System Board of Trustees 605.02: Postsecondary Faculty Credentials

Policy 4.17: Students First Act

The Students First Act was recently adopted by the State of Alabama to replace the Fair Dismissal Act. The Students First Act is available online at

<http://alisondb.legislature.state.al.us/acas/ACASLoginie.asp>

Once you access the page, follow these instructions to reach the Act.

1. Click Resources on the right of the screen.
2. Click “Code of Alabama” under Law.
3. Then, click view the “Code of Alabama”.
4. Scroll down and click on Title 16, EDUCATION.
5. Scroll down and click on Chapter 24C, STUDENTS FIRST ACT.

Policy 4.18: Grievance Procedure

The purpose of the Marion Military Institute (MMI) Employee Grievance Procedure is to provide a means for resolving grievances at the earliest possible time and at the most immediate level of supervision. All MMI employees have a right to file grievances and follow the formal procedure through the appeal process without fear of censure or reprisal. All complaints will be handled in an impartial and timely manner.

“Grievance,” as used in this context, is limited to a complaint of an employee that involves the interpretation of, application of, or compliance with a college policy, procedure, rule or regulation pertaining to the employee’s employment conditions.

The steps in the MMI Grievance Procedure are as follows:

1. An employee who has a complaint should discuss the matter orally with his/her immediate supervisor within 5 days after the incident. The supervisor and the employee will make a genuine effort to resolve the grievance at this level.
2. If a mutually satisfactory agreement is not reached during the discussion between the employee and the supervisor, the employee may, within 3 days after the oral discussion with the supervisor, submit the grievance in writing to the next appropriate administrator, with copies to any immediate supervisor(s). The administrator will give written response to the grievant within 10 days following receipt of the grievance.
3. If a mutually satisfactory agreement is still not reached, the employee may, within 3 days after receipt of the response from the administrator, submit the grievance in writing to the President. The President will attempt to resolve the complaint within 10 business days, if possible. If the complaint is not resolved at that point, the President may call on the Employee Grievance Committee to research the issue and present facts and recommendations to the President. The Committee, which will be appointed by the President, will be composed of 5 members of the MMI faculty and staff. The Committee functions in an advisory capacity. The final decision is made by the President.

The Committee may hold a hearing of all parties concerned and may call witnesses. The Committee will record its factual findings and transmit a record of those findings to the President. Further, the Committee will submit a recommendation to the President for consideration in arriving at a decision. The report and recommendations, which are considered advisory only, shall be submitted to the President within 20 business days. At his discretion, the President may elect to hold an additional review prior to rendering a final decision. The decision of the President is final.

Failure of the employee to appeal any decision to the next level within the prescribed time set forth for such appeal shall be deemed an acceptance of the decision made at that level. A grievance may be withdrawn at any level; however, once withdrawn, the grievance may not be filed again by the same employee.

The steps in the MMI Student Complaint Procedure are as follows. Note: this procedure is for use in situations other than grade appeals, for which a separate procedure is included in the MMI Academic Catalog.

As noted in the MMI Cadet Manual, a student may file a complaint against a member of the faculty or staff. The complaint may be brought to the Chief Instructional Officer, Vice President for Student Affairs/Commandant of Cadets, or the Executive Vice President. The Senior Administrator will direct the student to discuss the matter with the staff or faculty member and/or the supervisor to attempt to resolve the complaint informally. If neither of those options presents an acceptable solution, the Senior Administrator will ask the student to submit the complaint in writing. The student will be asked to include the following in the complaint:

- His or her name, physical campus address, phone number, and email address;
- The faculty or staff member named in the complaint;
- The facts on which the complaint is based, including dates, times, witnesses (including contact information);
- A summary of what has been done in an attempt to resolve the situation;
- The resolution requested.

Written complaints will receive a response within 20 calendar days from the time that it is received. The final College official reviewing the complaint will respond formally in writing to the complainant.

Policy 4.19: Academic Freedom

In the development of knowledge, research endeavors, and creative activities, faculty and students are free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline-related subjects, but should be careful not to introduce into teaching controversial material which has no relation to the course. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the College from taking proper initiatives to assure the best possible instruction for all students in accordance with the mission and objectives of the College.

Policy 4.20: Political Activity

Marion Military Institute personnel are encouraged to participate actively and freely as citizens in their community. However, no employee may use his or her position or scheduled work hours for political purposes, nor shall the employee use any college property, equipment, or facilities for any political activity. Prior to seeking election or appointment to a political office, the employee must give notice to the appropriate administrator and to the President.

Policy 4.21: Copyright Policy

Marion Military Institute is committed to fostering an environment that provides for the fair use of copyrighted works to achieve these goals while remaining in compliance with applicable laws. MMI users of copyrighted works are afforded the rights and privileges pursuant to 17 U.S.C. §§107 (Fair Use), 108 (Reproduction by Libraries and Archives), 109 (First Sale Doctrine and Transfers), 110 (Teaching Exception) and other statutory exemptions and limitations to the exclusive rights granted to the owner of a copyright protected work. While MMI does not intend to unduly restrict the use of works otherwise permitted under law, it is the policy of Marion Military Institute to comply with federal copyright law and all related law codified at 17 U.S.C. §101 et seq. All faculty, staff, and students must adhere to MMI copyright policy and are expected to seek consultation and advice from the Director of Library Services when using the copyrighted works of others. It is the policy of MMI to inform and educate faculty, students, and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of MMI to comply with applicable law, and the rights of the MMI community to use copyrighted works. The actual text of the law can be found at <http://www.copyright.gov/title17/>.

Policy 4.22: Outside Employment

In compliance with Alabama Community College System Board of Trustees 615.01 and Accompanying Guidelines, Marion Military Institute requires annual notification and approval of any employee's outside employment. An employee should not engage in, without approval of the College President, any outside employment, which would, (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose additional financial burden upon the College, (4) violate the Alabama Code of Ethics for public employees (as set forth in the CODE OF ALABAMA), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of the employee's position and duties with the College, would tend to decrease the effectiveness of an employee in performing his/her employment duties.

An employee who is considering outside employment must complete the "Request for Approval of Outside Employment" form (Appendix C) and submit the completed form for review and approval by the President via his/her immediate supervisor and appropriate senior staff member prior to beginning secondary (outside) employment. It is the responsibility of the employee to notify the College by submitting a revised "Request for Approval of Outside Employment" form if the status of a previously approved secondary employment changes. If no change occurs with the previously approved secondary employment, the employee is required to annually re-submit the form for review and approval.

Reference: Alabama Community College System Board of Trustees 615.01: Conflict of Interest

Policy 4.23: Evaluation Procedures

All college personnel are to be evaluated annually. Faculty evaluation procedures include student assessment, self-assessment, and assessment by the Department Chairperson or the Chief Instructional Officer. Administrative and support personnel shall be evaluated each year by their immediate supervisors. The immediate supervisor for all supervisors who evaluate will also review and sign the evaluation documents.

It is expected that the supervisor will prepare the evaluation and conduct a formal evaluation review with the personnel being evaluated (See Appendix D for copies of the MMI evaluation forms). Where appropriate, the supervisor and the employee will develop a plan to improve any areas that are not satisfactory. The plan will be recorded on the evaluation document. Progress on the plan may be reviewed with the employee throughout the year, but progress will certainly be noted on the next annual evaluation.

All employees will be asked to sign their evaluation document, indicating that the evaluation has taken place.

Reference Alabama Community College System Board of Trustees Policy 607.01: Evaluation of Personnel

Policy 4.24: Resignations

So that the business of the College may continue and service to cadets is uninterrupted, all personnel shall provide written notice of resignation at least 30 calendar days prior to the effective date of resignation, except as approved by the President. Faculty members are requested to notify their immediate supervisor in writing at least 30 days prior to the beginning of the semester, as any voluntary departure during the semester creates a void, and therefore, a hardship for the academic program.

Policy 4.25: Employee Conduct Code

In the interest of creating and maintaining an educational environment in which teaching and learning are optimized and in which each employee maximizes his/her effectiveness, Marion Military Institute has outlined the following conduct code. This code, which is applicable to all employees, lists behaviors that are prohibited. Violations of the code may result in reprimand, suspension, and/or dismissal. The conduct code is subject to all provisions of the Alabama Community College System Board of Trustees Policies.

As specified in applicable ACCS Board of Trustees Policy, the following activities are prohibited. The relevant Board of Trustees is listed beside of each activity.

- a. Sexual harassment (Board of Trustees 601.04)
- b. Gambling on campus (Board of Trustees 513.01)
- c. Use of tobacco products on campus (Board of Trustees 514.01)
- d. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at college functions (Board of Trustees 511.10)
- e. Absence from work without approved leave (Board of Trustees 618.01)
- f. Disclosure of confidential information (Board of Trustees 616.01 and 808.01)
- g. Failure to report for duty at the beginning of a semester (Board of Trustees 618.01)
- h. Pursuit of individual interest resulting in a conflict with the interest of the College (Board of Trustees 615.01)
- i. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (Board of Trustees 601.01, 601.02, and 601.04)
- j. Use of official position and influence to further personal gain or that of a family member or personal associate (Board of Trustees 615.01)

Additionally, the forms of conduct listed below are prohibited.

- a. Theft
- b. Tardiness
- c. Disruptive conduct
- d. Sleeping on the job
- e. Abuse of equipment or facilities
- f. Violation of published safety regulations
- g. Use of abusive or threatening communications
- h. Unauthorized use of equipment, facilities, or other resources

- i. Physical or verbal abuse of persons within the College community
- j. Possession or use of alcohol except as approved by the President or his designee for specified social activities or events
- k. Possession or use of controlled substances on campus
- l. Any form of fraud, dishonesty, or falsification of student records, employment applications, or records maintained in performance of job duties
- m. Inappropriate contributions to blogs, message boards, and/or social networking or content-sharing sites
- n. Posting of any personal notices through attachment to campus property or through college email

Policy 4.26: Professional Attire

Marion Military Institute employees serve as role models for the students with whom they work and as leaders in the community. All employees, therefore, should dress in a manner and have an appearance that is appropriate and professional. Members of the MMI faculty and staff who wear civilian attire rather than a uniform are expected to dress in a manner appropriate for their job function and working environment, and in a manner that reflects respect for the professional formality inherent in the uniforms cadets are required to wear every day.

In this regard, and in line with the military environment of MMI and high standards of professionalism this environment implies, faculty and staff dress code for male and female faculty and staff members should follow the principles of professionalism and conservatism. This is especially the case in the classroom and for occasions in the Chapel, when blazers and ties are suggested for the men. A neat, sharp, professional appearance is the goal for all members of MMI's faculty and staff, each of whom is expected to serve as an example to the Corps of Cadets and the community of MMI's high standards of professional conduct.

Staff and faculty who retired from or are former members of the US Armed Forces, or who are currently serving in the National Guard or a Reserve component of one of the branches of the military service may wear their military uniform so long as they meet their service's requirements for uniform wear. Uniform wear may be specifically prescribed for current, and retired or former military personnel assigned to the Office of the Commandant and the Office of Enrollment Management as recommended by the respective Department supervisor and approved by the MMI President so long as no service prohibition applies.

Members of the MMI faculty and staff who are not retired or former members of the US Armed Forces, or are not a member of the National Guard or Reserves have the option of wearing an MMI specific uniform and holding MMI rank as designated and approved by the MMI President.

Any questions regarding appropriate dress should be directed to the employee's immediate supervisor.

Policy 4.27: Phones and Electronic Devices

Classrooms, labs, libraries, and other work areas are inappropriate sites for personal telephone or electronic communication device use. Personal use of phones, pagers, and electronic devices should be kept to a minimum and should not interrupt the normal operation of the College. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without cable connection including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities), and/or RIM (“research in motion”) wireless devices.

Excessive personal calls or texts during the workday interferes with employee productivity and is distracting to others. Personal calls should be kept to a minimum and should not interrupt normal operations of the College. These calls should be made and received during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

If an employee chooses to bring a personal cell phone on campus, the College is not liable should it be lost, stolen, or damaged.

Policy 4.28: Field Trips

Faculty or staff planning a field trip must request approval from his or her immediate supervisor. If possible, this request must be submitted to the Chief Instructional Officer and Commandant at the beginning of the semester during which the field trip is planned. A faculty member or group sponsor employed by the College must accompany the students.

SECTION 5

EMPLOYEE BENEFITS

Policy 5.1: Teacher Retirement System

Under 1975 Legislative Act No. 1108, The Full-Time Public Education Act, all permanent full-time employees of any public institution of learning in the State shall become members of the Teacher Retirement System as a condition of employment. The employee's contribution of his or her earnings is refundable upon termination. Information on the Teacher Retirement System is available at www.rsa-al.gov/TRS.trs.html. Permanent part-time employees who work 20-39 hours per week are also eligible to participate in the Teacher Retirement System.

Policy 5.2: Insurance

Full-time employees and permanent part-time non-instructional employees working twenty (20) or more hours per week are entitled to a State allocation, the amount to be legislated annually. Permanent part-time instructional employees are also eligible for a pro rata allocation. An employee receives the insurance allocation for each month as long as that employee is in pay status at least one-half of the working days of the month. The allocation goes toward the basic hospital/medical plan offered by the Public Education Employee's Health Insurance Plan (PEEHIP) or the optional plans (vision, dental, etc.) offered by PEEHIP.

Policy 5.3: Leaves with Pay

1. A leave year for earning, accrual, and use of leave by employees is September 1 through August 31.

2. Annual Leave

Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except a "day" of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

2.1. The official table for determining annual leave accrual is as follows:

Years of Experience	Annual Leave Earned
0-4	1.00 day per month
5-9	1.25 days per month
10-14	1.50 days per month
15-19	1.75 days per month
20-above	2.00 days per month

2.2. A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.

3. Court Attendance

Full-time employees of System colleges who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court.

4. Emergency Leave

A maximum of three days of emergency leave with pay may be granted to any full-time employee compensated from Salary Schedules A, B, C, and E during any leave year if, in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay is noncumulative.

4.1. Support personnel on Salary Schedule H may be granted a maximum of three days of emergency leave as above with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

4.2. Emergency leave will not be paid on termination or resignation of employment.

5. Military Leave

5.1. All full-time employees who are active members of military services, including the National Guard and Reserve forces, are eligible for paid military leave of up to 168 hours per calendar year. A copy of the orders must be presented to the Office of Human Resources prior to taking military leave. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

5.2. All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state.

6. Personal Leave

6.1. Personnel Employed on Salary Schedules A, B, C, E, and H

Up to two (2) days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35. Personal leave is noncumulative. A reason for personal leave is not required. However,

personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

6.2. Personnel Employed on Salary Schedule D

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

6.3. Unused Personal Leave

Personal leave not taken will be converted at the end of the leave year to sick leave. Election by the employee otherwise requires timely written notice by the employee to the College.

7. Professional Leave

Professional leave with pay may be granted to any full-time employee when federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the College for a minimum period of two years or repay the monies received while on leave. The tenure status of persons on professional leave will be not affected. Professional leave will be granted only on written request from the President and approval by the Chancellor.

8. Sick Leave

8.1. Each full-time employee employed on Salary Schedules A, B, C, E, and H shall earn one day of sick leave per month of employment. The maximum accumulated sick leave is authorized pursuant to Section 16-1-18.1, *Code of Alabama* of 1975, as amended.

8.2. Each full-time employee employed on Salary Schedule D shall earn one day of sick leave per month of employment to a maximum of nine days during the academic year (fall and spring semesters) and up to a maximum of three days during the summer term.

8.3. Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year until a maximum allowable days of sick leave is accumulated.

9. Sick Leave Bank

9.1. Upon the request of ten percent (10%) of the full-time employees of a college, the President shall establish a sick leave bank plan for full-time instructional/professional/administrative employees and for full-time support employees,

either jointly or separately. The decision of whether the sick leave bank will be joint or separate shall be made by the employees, using a secret ballot process.

9.2. The Board representative on each college's Sick Leave Bank Committee shall be the President of the College or designee.

9.3. For purposes of a sick leave bank, the term "catastrophic illness" is defined as: any illness, injury, or pregnancy or medical condition related to child birth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

9.4 The Chancellor shall establish guidelines for operation of a sick leave bank at System colleges.

10. Transfer of Sick Leave

Sick leave earned while employed by a local Alabama public school system, higher education public institutions in Alabama, or the Alabama Community College Systems may be transferred into a two-year college upon employment. The transfer of sick leave is limited to the number of days authorized by statute for two-year postsecondary education institutions.

11. Sick Leave Definitions

Sick leave is defined as the absence from regular duty by an employee for one of the following reasons:

11.1 Personal illness or doctor's quarantine;

11.2. Routine physical examinations, dental appointments, eye examinations, etc;

11.3. Personal injury which incapacitates the employee;

11.4. Attendance on an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or on an individual with a close personal tie to the employee;

11.5. Death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, uncle);

11.6. Illness, injury, or death of an individual not legally related to but having a unique relationship with the employee. (Where unusually strong personal ties exist due to an

employee's having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes.);

11.7. Persons on maternity leave will be paid for earned sick leave on request.

12. Absences Due to Illness

After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the College. This is to be done at the expense of the employee.

Reference Alabama Community College System Board of Trustees Policy 610.01: Leaves with Pay.

Policy 5.4: Leaves Without Pay

1. Maternity Leave

A full-time employee of a System college will be granted up to a maximum of one year of maternity leave without pay. Persons on maternity leave without pay resulting from pregnancy will be paid for earned sick leave on request. A person who resigns instead of taking maternity leave cannot be paid for accumulated sick leave. Persons taking maternity leave to stay home with adopted children will not be paid for earned sick leave. Leave earnings will continue for the period covered by maternity leave payments. The tenure status of persons on maternity leave will not be affected.

2. Personal Leave

The Chancellor may grant up to one year of personal leave without pay to a full-time employee on the written request of the President to the Chancellor. Such request shall state that the leave without pay will not hamper the normal routine operation of the College. The tenure status of persons on personal leave without pay will not be affected.

3. Professional Leave

Up to a maximum of one year of professional leave without pay shall be granted to a full-time tenured faculty of an Alabama Community College System institution upon approval by the Chancellor if, in the judgment of the President, the purposes of the institution and the objectives of the department are not hampered by the absence.

3.1. Other full-time employees may be granted professional leave, without pay, for a period not to exceed one year upon approval by the Chancellor if, in the judgment of the President, the purposes of the College and objectives of the department are not hampered by such leave without pay.

3.2. Professional leave will be granted only on written request from the President and approval of the Chancellor.

4. *Family and Medical Leave Act* Leave

The *Family and Medical Leave Act* I (FMLA) was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.

FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Designation of leave as FMLA leave must be made “up-front” whenever possible. Accrued sick leave must be exhausted before the employee is entitled to unpaid FMLA leave. Any sick leave accrued and used by an employee which would qualify for FMLA leave will count towards the twelve (12) weeks of unpaid FMLA leave available to the employee. Upon return from FMLA leave, an employee is entitled to be restored to the same job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days is not possible, the employee must provide notice as soon as practical and must comply with the College’s leave request procedures.

Supervisors should contact the Office of Human Resources when an employee has requested FMLA leave or is absent from work for more than 5 days due to an FMLA qualifying reason. See Appendix E for a notice of employee rights and responsibilities under FMLA.

5. Emergency Leave

Leave for emergency reasons may be granted without pay for up to a maximum of one year on written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave without pay will not be affected.

Reference Alabama Community College System Board of Trustees Policy 611.01: Leaves Without Pay.

Policy 5.5: Employee-Dependent Tuition Assistance

1. Full-time employees and Salary Schedule H employees of system colleges are eligible for tuition assistance for courses taught by community and technical colleges under the control of the Alabama Community College System Board of Trustees.
2. Effective Fall Semester 2009, full-time employees and Salary Schedule H employees of system colleges and the Alabama Community College Systems are eligible for tuition assistance for courses taught by Athens State University. Tuition assistance will be limited to availability of space per course.
3. Definitions, eligibility requirements, and procedures for implementing such tuition assistance shall be set out in guidelines established by the Chancellor of the Alabama Community College System. See attached guidelines as specified by the Chancellor.
4. The Tuition Waiver Form can be found in Appendix F of this handbook.

GUIDELINES FOR ALABAMA COMMUNITY COLLEGE SYSTEMS BOARD OF TRUSTEES 612.02: TUITION ASSISTANCE

I. GENERAL

This tuition waiver program is designed for all full-time and Salary Schedule H-35 employees of The Alabama College System and the System Office and their dependents as defined under Section II. Courses taught by Athens State University are not subject to this policy.

The program will be coordinated by each college for employees within The Alabama College System and the System Office.

An application form for the tuition assistance program is available at each college and should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing college and the college offering courses (if different).

II. DEFINITIONS

Employee: Any full-time or Salary Schedule H-35 employee of any System college and the System Office. This program will not include temporary or part-time employees (other than Salary Schedule H-35 employees), or persons serving as independent contractors to any of the System colleges or to the System Office.

Dependent: The spouse of any full-time employee, the unmarried, natural or adopted children of any full-time employee, residing in the household of the employee or the employee's former spouse; the unmarried stepchildren of any full-time employee, residing in the household of the employee; a legal ward (a minor child placed by the court under the care of a guardian).

III. ELIGIBILITY

A. Requirements

Employees: Employees must have been employed by a system college or the System Office for one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the term for which the employee is applying. Employee eligibility will remain in effect for the duration of their employment in The Alabama College System or the System Office.

Dependents: Dependents will be eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified.

B. Termination of Eligibility

Employees: Eligibility terminates if the employee discontinues full-time employment at the respective college for any reason except on an approved leave of absence.

Dependents: Dependents will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years of more of continuous service in The Alabama College System or the System Office upon retirement from The Alabama College System or the System Office are eligible to participate in the program for a five-year period commencing with the date of the employee's retirement.

IV. AMOUNT OF ASSISTANCE, LIMITATIONS, CONDITIONS, AND AUDITING

A. Tuition Cost

All eligible employees and their dependents will be allowed a waiver of one-third of the normally-charged tuition after the first year (full academic year or 12-month period) of employment; a waiver of two-thirds tuition after the second year of employment; and a waiver of full tuition after the third year of employment (partial tuition adjustments are to be rounded down to the nearest dollar). Salary Schedule H-35 employees will be allowed a waiver calculated at a prorated rate of full-time employment. Expenses for supplies, books, and fees other than tuition will not be waived. Each college will be allowed to count the credit hours generated by these enrollees.

B. Limitation

There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at the respective colleges. All students will be required to abide by the academic policies that are in effect at the college they are attending.

C. Conditions

To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. Failure of the student-employee or dependent to meet this grade requirement will result in the employee or dependent's having to pay tuition for courses taken until his/her average grade is "C" or better. The student-employee or dependent can then again be eligible when his/her cumulative grade point average is brought back up to the "C" requirement.

D. Auditing

The student-employee or dependent will be allowed to audit one course (up to five credit hours) per term at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation as an audit student in credit hour-producing courses reported for funding purposes.

E. Repeating Class

Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of "W" was originally received.

F. Records Transmittal

The student-employee or dependent must re-certify eligibility, as specified in Condition IV.C. above, prior to registering for a new term by providing verification of course completion to:

1. the Academic or Technical Dean at the College of attendance; and/or
2. the Academic or Technical Dean at the College of employment who will forward it to the President for the student-employee's or dependent's permanent file.

Those not registering for the next term must, within twenty (20) days after course completion, present official documentation of course completion to:

1. the Academic or Technical Dean at the College of attendance; and/or
2. the Academic or Technical Dean at the College of employment who will forward it to the President for the reportee's permanent file.

G. Work Week

Participation in this program is **in addition** to the employee's full-time work week, and should not be considered when computing the employee's time for financial compensation. However, in certain cases the employee's work schedule may be adjusted to permit course attendance. Adjustments to an employee's weekly work schedule must be recommended by the employee's supervisor and/or Dean, and approved by the President.

Reference Alabama Community College System Board of Trustees Policy 612.02: Tuition Assistance.

SECTION 6

GENERAL INFORMATION

Policy 6.1: Tobacco Free Campus

Marion Military Institute (MMI) is committed to providing a safe and healthy environment for its employees, students and visitors. MMI recognizes the right of persons to make their own decisions about their personal use of tobacco products outside of campus. As decades of medical research and study have shown, and the United States Surgeon General has reported, use of tobacco products and exposure to secondhand tobacco smoke are significant health hazards. In the interest of protecting the work and learning environment from the unintended consequences of tobacco use by primary tobacco users, and in an effort to ensure consistency with existing restrictions on tobacco use placed on MMI cadets, and to ensure consistency with the healthy life-style standards implied within MMI's military environment, MMI has established a tobacco-free environment on its campus and in its vehicles.

Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, anywhere on MMI's campus or other MMI premises, indoors or outdoors, or inside MMI-owned, rented or leased vehicles, is prohibited. For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, and any other smoking product, as well as smokeless tobacco in any form.

All college employees, cadets, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Cadets who violate the policy may be subject to disciplinary action as described in the Cadet Manual. Employees who violate the policy may be subject to corrective or disciplinary action in accordance with the Faculty and Staff Handbook and the Student's First Act.

Policy 6.2: Firearms on Campus

Firearms are prohibited on campus or in any other facility operated by the College. Exceptions to this policy are:

Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.

Reference Alabama Community System Board of Trustees Policy 511.01: Firearms on Campus.

Policy 6.3: Vehicle Registration

All faculty and staff members must register their motor vehicles with the Transportation Office. To register a vehicle, the driver must provide a valid driver's license, vehicle registration, and proof of insurance. Upon registration, the driver will be issued a sticker which must be displayed anytime the vehicle is on campus. If the hangtag is lost, the driver must report the loss to the Transportation Office and purchase a replacement at a cost of \$15.00. There is no charge for the initial registration of a vehicle.

Policy 6.4: Travel

Marion Military Institute will reimburse employees for expenses incurred during approved travel. Approval for **all** travel should be received prior to the trip. Forms for use in requesting travel approval may be secured from the Business Office or found in Appendix G of this Handbook.

In-State

All travel in the State of Alabama is subject to the following rules and regulations:

1. **An In State travel request form must be pre-approved by the budget manager prior to traveling and be attached to the reimbursement request.**
2. Per diem allowance for in-state travel is used in lieu of subsistence as follows:
 - a. No travel allowance shall be paid for a trip of less than six hours' duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of \$11.25 for a trip of six to twelve hours' duration; and the traveler shall be paid a meal allowance of one unit per diem for a trip of more than twelve hours' duration. *Non-overnight per diem is taxable and will be reported on the W-2 Form as income.*
 - b. For travel requiring an overnight stay, the traveler shall be paid as follows: \$75 per day for trips of one day or longer (one or more nights).
 - c. The traveler must enter the hours of departure from base and the hour of return to base.
 - d. Employees should use as the base of departure or return, the College campus or their home, whichever is closer to the destination point.
3. Reimbursement at the mileage rate allowed by the Internal Revenue Code for income tax deductions (.545cents per mile as of Jan 1, 2018) will be made to employees traveling by private car at state expense. The mileage rate is set in accordance with Act 99-362, effective October 1, 1999, which sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions.
4. If there is interruption of travel or deviation from the direct route, due to the travelers' personal convenience, the per diem in lieu of subsistence allowed would not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route.
5. Under no circumstances will per diem be allowed to an employee at his/her official station or base.

6. For employees traveling in a private automobile, current map mileage must be used where mileage is given on the road map. Otherwise, speedometer readings at the beginning and ending of the trip should be recorded. If travel involves more than one city, the route taken must be indicated. For example, Montgomery-Tuscaloosa-Birmingham- Montgomery. All vicinity mileage should be recorded as such and if it exceeds twenty miles on any day, it should indicate major points of travel covered.
7. Where the payment of cash is necessary for miscellaneous expenditures (which should be held to a minimum) on expense accounts, receipts where practicable to obtain them, will be required as follows:
 - a. Hiring taxicabs, automobiles, etc., in excess of \$1 per trip.
 - b. Operating expenses of state-owned automobiles, such as gasoline, oil, etc.
Receipts must be itemized less federal tax.
 - c. Repairing or expenses of state-owned automobiles, receipt to be itemized.
 - d. Postage in excess of \$1.
 - e. Shipments, freight, or express or damage.
 - f. Stenographic or typewriting services in excess of \$1.
 - g. Tolls for tunnels and bridges.
 - h. Telegrams, cablegrams (copy of message required in lieu of receipt).
 - i. Local and long distance telephone messages where the amount involved is in excess of \$1 except those where a pay station is used and is so stated in expense account in which case a receipt will be required.
 - j. Miscellaneous emergency expenditures.
 - k. Railroad and other transportation fares showing tax has been deducted.
 - l. Registration fees.
8. If it is impractical to furnish receipts in any case as required above, the failure to do so must be explained in the expense account.
9. Receipts will not be required for meals and lodging for in-state travel; however, it would be wise to keep lodging receipts in your personal files or, if you desire, they may be attached to your travel claim.
10. Receipts will not be required when the disclosure of the identity of the traveler would be detrimental to the State's interest.
11. Storing privately-owned vehicles is a reimbursable item of expense when the traveler is on official business for the state. Receipts, when practicable to obtain them, are required.
12. All reimbursement requests must be submitted within four weeks of the travel date to be honored. Travel expense statements should be submitted promptly for budgetary reasons.

Out-of-State

Requests for out-of-state travel may be secured from the office of your division. Out-of-state travel is subject to the following rules and regulations:

- 1. An Out of State travel request form must be pre-approved by the President prior to traveling and be attached to the reimbursement request.**
2. State-owned automobiles should not be used for an out- of-state trip of 200 miles or more unless two or more people are attending the same meeting.
3. Reimbursement for travel on an authorized out-of-state trip of 200 miles or more, for an employee by private automobile will be the prevailing plane fare rate, tourist's class, and not the federal mileage rate as determined by the Internal Revenue Code (.545 cents per mile as of Jan 1, 2018). The mileage rate is set in accordance with Act 99-362, effective October 1, 1999, which sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. If an employee desires to use his private automobile on such out-of-state trips and to claim tourist class plane fare, he/she must take annual leave for travel time to and from his destination that is beyond the time that would be required for commercial air travel.
4. Subsistence for out-of-state travel is the amount actually spent. Detailed receipts are required for all expenses to be reimbursed.
5. Persons traveling in the service of the College outside the state of Alabama shall be allowed all their actual necessary expenses, in addition to their actual expenses for transportation, provided such travel has been approved.
6. All out-of-state travel will be of tourist class when commercial transportation is employed.
3. Detailed receipts are required for reimbursement for all expenditures.
4. When completing the travel reimbursement form, attach all receipts in order of meal and date to the form. Meal receipts must reflect the original order. Credit card receipts are not acceptable. Keep copies of records for personal file.
5. Reimbursement requests should be related to the purpose of travel. Items such as valet, room service, in-room movies, or conference specialty items are not allowable charges for reimbursement. Telephone calls from the room are allowable only for work related issues and reimbursement request must be accompanied by the appropriate documentation.
6. Meals over \$50 must be explained in a memorandum of explanation and approved by the budget manager.

All reimbursement requests must be submitted within four weeks of the travel date to be honored.

Policy 6.5: Computer Use Policy

Marion Military Institute (MMI) provides computing resources and worldwide network access to members of the MMI community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the MMI community (faculty, staff, cadets, and authorized guests) share the rights and responsibilities for the use of these privileges. MMI bears the responsibility and has the authority to allocate or otherwise limit access to computer and network resources in order to ensure their most effective and economical use.

For legal purposes, all network usage is monitored and electronically stored. MMI may examine electronic information stored on or passing over college equipment or networks, for the following purposes: 1) to ensure security and operating performance of its computer systems and networks; 2) to enforce MMI's policies or compliance with state or federal law where examination is approved in advance by the Vice President or the President and, either there is reasonable suspicion that a law or MMI policy has been violated or examination is appropriate to investigate the apparent violation, or examination is necessary to comply with state or federal law. Computer users should have no expectation of privacy in material sent, received, or stored on or over MMI computing systems or networks.

Cisco Firewall and Network Appliance Controls (NAC) are in place to enforce computer policies and maximize bandwidth usage among all users.

Guidelines for Users

1. A user should avoid actions that may make themselves or MMI criminally or civilly liable to others.
2. A user should not do anything that will impair the operation of computers, terminals, peripherals, or networks.
3. A user should avoid any acts or omissions that might subject him/her to criminal penalties or to civil liability. Some acts or omissions that may subject him/her to criminal penalties or civil liability may also subject MMI to criminal penalties or civil liability.
4. A user should be aware that, if any other state or federal law makes the user or MMI criminally or civilly liable for certain conduct, the law still applies even if not specifically described herein.
5. A user should also know that, under law, he/she may be required to reimburse MMI for any amount of money that the College must pay to another because of injury caused by user conduct.
6. A user is not allowed to install switches, hubs, routers, wireless access points, or any other active or passive network device.

Use of Networks

Networks are a form of property controlled by agreements between providers and users. Furthermore, public networks are regulated; therefore, violating a state or federal regulation may bring criminal or civil penalties.

Use of Software

Computer software is a form of intellectual property controlled by licenses that spell out clearly how it may be used and distributed. Everyone must follow all license provisions regulating the use and distribution of computer software. Use or distribution of software in violation of license provisions may subject the violator to criminal and civil penalties, as well as to civil liability to the licensor.

Security

MMI treats electronically stored information, including personal files, as confidential. Use of campus email, the Internet, or networks have been subject to criminal, civil, and/or university sanctions at other institutions, which means that the privilege of confidentiality is not absolute, but may be overridden by court order (Federal Rules of Civil Procedure Rule 16, effective December 1, 2006.) Information critical to the operation of MMI, regardless of its format, is an asset, and measures should be taken to protect this asset from unauthorized modification, destruction, or disclosure, whether accidental or intentional. Under Alabama Code 13A-8-102, it is a crime to attempt or achieve access to, communication of, examination of, or modification of, to destroy, or to disclose, use, or take data, computer programs or supporting documentation. In summary, under law, no one may use, transmit, change, or delete another user's files or software without permission or introduce destructive software, such as programs known as computer viruses, Trojan horses, or worms into any computer, computer system, or network.

When an employee connects to the MMI network and logs into the system with a valid ID and password, the employee indicates that he/she understands and agrees to abide by this policy.

Policy 6.6: Library Services

Marion Military Institute's Baer Memorial Library provides quality resources to support the college's curriculum and expert services to support Marion Military Institute cadets, faculty and staff. The library staff is equipped to educate users in areas of researching skills and information retrieval to help them succeed. Community members are also encouraged to take advantage of these resources.

The Baer Memorial Library houses over 30,000 physical resources in the collection including books, serials, periodicals, DVDs and has access to over 50 databases that includes information from thousands of journals and periodicals with full text. The library webpage can be accessed at <https://sites.google.com/site/baermemorial/>. Databases provided via the Alabama Virtual Library may be accessed at <http://www.avl.lib.al.us/>.

The Baer Memorial Library is open during semesters when classes are in session. Hours of operation are:

Monday – Thursday	7:30am – 9:30pm (0730 – 2130)
Friday	7:30am – 2:00pm (0730 – 1400)
Saturday	Closed
Sunday	5:00pm – 9:30pm (1700 – 2130)

The library is closed for holidays and summer. Hours increase during finals week to accommodate cadets. Changes made to the schedule will be posted on the website.

Additional information about library services and policies can be found at the library website above. You can contact library staff at librarian@marionmilitary.edu and phone 334-683-2371.

The library takes requests for materials from staff, cadets and faculty. Interlibrary Loan services are also available on a limited basis and inquiries should be made to librarian@marionmilitary.edu. There is no specific period in which materials may be requested. Keep in mind that it takes time to acquire, receive and process materials so as much notice as you can give is preferable.

There are several meeting rooms/labs located within the library that are available for faculty and staff use. Because there is a high demand for these rooms, it is preferable that a room be requested as far in advance as possible. Email librarian@marionmilitary.edu or phone ext. 371 to make reservations. A list and description of rooms is available at <https://sites.google.com/site/baermemorial/room-reservations>.

Library instruction within the library and/or the classroom, assistance in developing effective library assignments for students, and prepared research guides are some of the services available for faculty.

Policy 6.7: Rental Property and Use of Campus Facilities

A. Residential Rental Property

Residential rental housing is available to full-time MMI employees only. Rental housing allocation gives highest priority to those employed in instruction, student services and senior administrative positions. Housing assignments will be based upon availability, family size, and seniority of position or priority as determined by the President. Employees should complete a housing request form and submit it to the VP for Finance and Business Affairs for consideration and approval by the President. Renters are expected to sign and abide by a lease agreement. Renters are responsible for paying a monthly rental rate and all utilities consumed. Rental rates will be based on current local median rates for similarly sized housing.

B. Paul B. Robinson Excess House

The Excess House is available to rent to MMI employees as well as to community members, clubs, and organizations. All events are scheduled on a “first-come first-served” basis with priority given for MMI functions. Those interested in using the facility should contact the VP for Finance and Business Affairs. Renters will be expected to sign a rental agreement prior to the scheduled event. Renters are responsible for paying a facility fee of \$250.00 per day for use of the property as well as a damage deposit of \$100.00. The damage deposit will be returned to the renter within two weeks after the event if the facility has incurred no damage, and if the Renter has sufficiently cleaned the facility after using it such as to not require cleaning by MMI staff. It is MMI policy to provide use of this facility to MMI employees at a rental rate of ½ of the standard rental rate for non-MMI activities. All other rental requirements still apply.

C. Johnson Hall Guest Suites

The guest suites at Johnson Hall are reserved for guest speakers, designated special guests and honored alumni. All guests will be approved by the President prior to their being offered use of a guest suite. Generally, these guests will not be charged for use of the guest suite. Faculty/staff may recommend/request other special guests for a guest suite through their supervisor, and shall make no promises of guest suite availability until approval has been given. If approved, faculty/staff shall make all arrangements for potential guests with the VP for Finance and Business Affairs. The standard rental rate in these instances is \$64.00 per night.

Policy 6.8: Purchasing

The purchasing function supports the mission, goals, and objectives of the College. It provides service to students, faculty, and the staff. Purchasing of goods and services, repairs, leases, lease purchases and contractual services for the College are centralized under the VP for Business and Financial Affairs. Purchasing shall be in compliance with the "BID LAW," Alabama Code 1975, Section 41; Chapter 16; Article 3, Public Law 95-507 that allows participation by small businesses; and Executive Orders 11246 and 12138 concerning equal employment opportunity and affirmative action. Purchase requirements related to federal grants and contracts will comply with OMB Circular A 133. Senior staff must prepare a list of supplies, contractual services, and equipment for the coming fiscal year and submit it with their annual budget request. Bid specifications for like items will be prepared and quantity purchases will be made. Bid specifications for purchases will be prepared in cooperation with the department making the request. The purchasing procedure includes the use of a Requisition for Purchase Order, Purchase Order, audit of invoices, and approval for payment before issuing disbursements.

Requisition for Purchase Order

A Requisition for Purchase Order is required for all purchases of supplies, equipment, repairs, leases and contractual services. The requisition form is prepared on-line and follows the designated approval queue. Emails are sent to all individuals involved in the approval process. Faculty and staff requesting materials will complete a Requisition for Purchase Order. The items to be purchased must be listed separately with the description clearly stated. General descriptions such as "electrical supplies or office supplies" are not acceptable. The unit price for each item should be listed and extended to the total column. The total of all items must be placed at the bottom of the page. Faculty requisitions must be submitted to the division chairperson; staff requisitions must be submitted to the appropriate budget manager, e.g., Chief Instructional Officer, Athletic Director, VP for Student Affairs and Commandant of Cadets. Unapproved requisitions will be returned to the employee completing the request. The budget manager is responsible for reviewing the requisition for available budget, and its relative use in the department. After the budget manager's approval, the requisition must be forwarded to the VP for Business and Financial Affairs for review. The Business Office reviews the requisition for legal issues, budget compliance, and bid requirements. If requirements have been met, the VP for Business and Financial Affairs approves the requisition and forwards it to the appropriate office to proceed with the purchase. Purchases that are made prior to obtaining the proper approval will be charged to the individual making the unauthorized purchase. Non-payment of these items by the individual could result in job suspension or termination as determined by the President.

Check Requests

Check requests are not exempt from the purchase requisition process. All check requests must follow the procedures above for a purchase requisition. All check requests require the completion of a Check Request Form that must be approved by the budget manager. The budget manager's signature indicates that the appropriate budget has been reviewed and that funds are available to support the purchase. A signed receipt or invoice for the expenditure must accompany the Check Request Form.

Petty Cash

The use of petty cash in excess of \$50 is unauthorized. All purchases in excess of this amount must be processed through a requisition for purchase order. All reimbursements for petty cash require the completion of a Petty Cash Form that must be approved by the budget manager. The budget manager's signature indicates that the appropriate budget has been reviewed and that funds are available to support the purchase. A signed receipt or invoice for the expenditure must accompany the Petty Cash Form.

Policy 6.9: Fundraising

The MMI President is responsible for all fundraising and gift solicitation activities at MMI. The Office of Institutional Advancement is the designated staff section responsible for coordinating all fundraising activities as directed and approved by the President.

All fundraising activities, proposed or approved, must be coordinated with the Vice President for Institutional Advancement. The Office of Institutional Advancement is also responsible for providing advice to the President on all fundraising activities and support as may be required for those activities once approved. This office also has responsibility for overseeing the development process, including the identification, cultivation, and solicitation of sources of philanthropic support for MMI and the valuation, recording and acknowledgement of gifts received by the Institute or any of its offices.

Prior to the initiation of a formal request for solicitation approval, the Office of Institutional Advancement is available to consult with those who wish to approach potential funding sources. This office, in coordination with the President, will assess the appropriateness and timing of such a solicitation in light of institutional priorities and any known financial commitments by those considered to be potential donors.

Once a formal solicitation request has been approved by the President, the Office of Institutional Advancement will work with the office, or individual faculty or staff member to identify and evaluate prospects, to suggest solicitation approaches, and to assist, as appropriate, in the solicitation process.

It is understood that individuals, corporations, foundations, or other entities may initiate contact with MMI faculty and staff regarding funding opportunities. While individual staff and faculty members are encouraged to answer questions and to discuss gift opportunities with potential donors, those inquiries *must be reported promptly* to the Vice President for Institutional Advancement. That information is critical to the overall coordination of fundraising and development activities.

Policy 6.10: Course Syllabi

New faculty members will consult their Department Chairs for copies of course syllabi. Faculty members are required to disseminate state-approved course syllabi to each student in each course at the beginning of the semester. This syllabus must include all the details necessary for each student to know the full range of requirements in a class, including the grading system used by the instructor.

Each syllabus must also provide students with a daily/weekly schedule of course work. A daily/weekly schedule must include an outline that states the topics and related activities to be included in each class session and must follow the formatting and contain all the elements of the MMI Syllabus Model, a copy of which can be found on the electronic Academic Affairs folder on all MMI instructors' computers. Each semester a complete copy of each course syllabus must be filed with the Department Chair and in the Academic Affairs folder by a deadline designated by the Chief Instructional Officer.

Policy 6.11: Textbooks

All textbooks and supplemental materials required of students will be sold through the Marion Military Institute Bookstore. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught. Textbooks/materials provided by the instructor's department chairs remain the property of the department.

1. Each department will review and recommend textbooks/materials through appropriate administrative/instructional processes.
2. The textbooks/materials to be considered must meet the course description in the catalog.
3. A primary consideration when recommending texts shall be the cost to the student of the books/materials.
4. If the textbooks/materials will lead to personal profit for the author who is a member of the department seeking to adopt the textbooks/materials, the author shall not be permitted to participate in the approval of this text.
5. After meeting with relevant faculty members, the Department Chairs will be responsible for informing the bookstore, in a timely fashion, of all approved choices for textbooks/materials.
6. The use of any supplementary textbooks/materials which the instructor requires the student to purchase must be approved by the Department Chair.
7. New editions of textbooks should be adopted for the first term that the textbook is reasonably available.

Policy 6.12: Faculty Grade Reporting

All faculty must adhere to the published process and deadline for reporting of mid-term and final grades. Graduating student final grades will be due ahead of other student grades at the end of each semester. Final declaration of meeting graduation requirements and grade processing cannot be completed until all grades are recorded.

Policy 6.13: Withdrawal Policy

After the Drop/Add period (the first week of class) and through the date specified on the academic calendar, a cadet may withdraw from individual courses. While enrolled, however, a cadet must at all times maintain a full class load (12 credit hours). Audited courses and courses from which a student withdraws are subject to the same fees as regular courses. Cadets may withdraw from all classes through the last day of class, as published in the academic calendar. At the point of withdrawal, the cadet will receive a grade of W for the individual course or all courses, as appropriate.

Pell Grant recipients who completely withdraw before completing 60% or more of the term will be subject to the return of Title IV funds based on federally approved calculation. Students receiving any type of financial assistance should be encouraged to speak with financial assistance personnel before withdrawing.

Policy 6.14: Final Examinations

Final examinations must be given according to the examination schedule. Any exceptions to this policy must be approved by the Academic Dean. Any change in the student's individual final exam schedule will be approved only in the event of severely extenuating circumstances.

Policy 6.15: Class Attendance Policy

Cadets are expected to attend every class meeting. Attendance is considered a contract with obligated appointments and specific expectations of attendance. In the event that a cadet must miss class due to a school-sponsored activity, the cadet is advised to meet with the instructor prior to the absence to arrange completion of missed work. Regardless, the cadet is responsible for all work as noted on the course syllabus. Cadets who are authorized for bed rest are, like those on school-sponsored activities, still responsible for making up work and for adhering to the assignments per the course syllabus.

If a cadet reaches the point of having 4 or more unexcused absences in a course, the cadet is subject to being administratively withdrawn from the course and receiving a grade of “F” for the course. Nonattendance does not constitute a withdrawal from class or from the College. Marion Military Institute has procedures in place that must be followed in the event that a student must leave the College during the semester. Ceasing to attend and not following these procedures will result in a grade of “F” for each of the cadet’s courses.

Policy 6.16: Grading System, Grade Changes, and Appeal of Course Grade Grading System

A grade is awarded in each credit course. The grade is based on the student's demonstrated proficiency as determined by the faculty member teaching the course. The following grading system is in place at Marion Military Institute.

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

Other marks which may appear on the grade report or transcript are as follows.

I – Incomplete. An incomplete grade is used only for students who cannot complete coursework because of extreme hardship and extenuating circumstances. The incomplete grade, before being assigned, must be approved by the Chief Instructional Officer. The work that must be made up in order for the incomplete to be converted to a regular grade must be completed, and the new grade assigned, no later than the end of the following semester, excluding summer. Failing to meet this deadline will result in the assigning of the grade of “F”.

The incomplete grade indicates that the student was passing the course at the end of the semester but was unable to complete the course due to extenuating circumstances. The assignment of the “I” grade may be awarded after consultation between the student and the instructor, and after the instructor's consultation with the Department Chair and the Chief Instructional Officer. If it is determined that an incomplete should be assigned, the instructor will complete the Incomplete Grade Form (Appendix H). Along with approving signatures, the form must include a description of the work to be completed and the date for completion. The date for completion may not exceed the published last day of class for the following semester, excluding summer. A course with a grade of “I” will not count as enrolled hours in the subsequent term.

AU – Audit. An audit indicates that the student is enrolled in the course, but will not be receiving a grade or credit for the course. An audit must be declared by the end of the add/drop period (first five days of class) and may not be changed thereafter. Credit hours for an audit will not be averaged into the grade point average.

W – Withdrawal. The grade of “W” indicates an official withdrawal from an individual course within the designated time period or complete withdrawal from the College before the close of business on the last day of class for the semester.

Grade Changes

If an error has been made in entering a midterm or final grade, an instructor must alert the Registrar immediately and complete a Grade Change Form. This form can be found in the Registrar’s office and needs to be signed by the Chief Instructional Officer. This process must be completed within two weeks of the deadline of submission of either midterm or final grades.

Final Grade Appeal Procedure

When a cadet believes there are circumstances that warrant the appeal of the final grade received in a course, the student may appeal the grade. The appeal process must begin within 15 calendar days of the beginning of the subsequent semester.

Grounds for Appeal

- Errors of omission. The cadet contends that a certain test, homework, or class project was submitted at the designated time but not graded.
- Errors in averaging. The cadet contends that an error occurred in the mathematical calculations of graded material.
- Errors in course practices. The cadet contends that there was significant disparity between the course syllabus and the manner in which the course was conducted.

Procedures for Appeal

1. The cadet must consult with the instructor of the class to ensure that no calculation or administrative error has occurred.
2. If no satisfactory agreement is reached with the instructor, the cadet may submit a written appeal to the appropriate Department Chairperson. The Chairperson will investigate the appeal, render a decision, and submit a written report of the findings to the student, instructor, and the Chief Instructional Officer.
3. If the appeal is denied by the Department Chairperson, the cadet may forward the written appeal to the Chief Instructional Officer. The Chief Instructional Officer will review the appeal, render a decision, and submit a written report of the findings to the Cadet.

4. If the cadet is not in agreement with the decision of the Chief Instructional Officer, he or she may request a hearing before an Appeals Committee. The committee members will review the appeal to ensure that it meets one of the three allowable grounds for appeal and explains how it meets the grounds for appeal. If the committee determines that the appeal has merit for further investigation, a hearing will be scheduled.
5. The Appeals Committee will forward a recommendation to the Chief Instructional Officer, who will review the subcommittee's recommendation.
6. The Chief Instructional Officer will issue a written opinion relative to the subcommittee's report and forward the opinion to the President.
7. The President's decision will be final.

Policy 6.17: Independent Study

Independent study courses are offered when a documented need exists for students to meet their program requirements. Instructors must complete an Independent Study Request form (Appendix I) documenting how students will receive the required hours of instruction and attach a current course syllabus. The request form must be signed by the appropriate Department Chair and the Chief Instructional Officer.

Policy 6.18: Curriculum Changes

Should a change in curriculum be recommended, the procedure for submitting a Curriculum Revision Proposal is as follows:

1. Based on curricular need, relevance to the College's mission, or both, a new program or course is proposed by a faculty member to his/her department chair.
2. If the department chair approves the proposal based on the criteria in (1), he/she will propose the new program or course to the Chief Instructional Officer (Academic Dean).
3. The Chief Instructional Officer reviews the proposal and, if approved based on the criteria in (1), asks the appropriate department chair to complete a Curriculum Revision Proposal form for review by the Chief Academic Officer, who, using the same criteria, can then recommend inclusion on the agenda of a subsequent Academic Council meeting.
4. If approved by the Council using the criteria in (1), the Chief Instructional Officer will submit the proposed change to the appropriate outside agencies. For new courses, the proposed change is sent to the Alabama Community College Systems Board of Trustees for inclusion in the Course Directory (Alabama Community College System Board of Trustees Policy 717.01) and to the AGSC/STARS Committee for review and approval for inclusion in the state transfer system. For new programs, the College must submit the program to the Alabama Community College System Board of Trustees for approval, per the process described in Alabama Community College System Board of Trustees Policy 702.01, Requests for New Instructional Programs, and Alabama Community College System Board of Trustees Policy Guidelines 702.01. Any request for a new program will also be forwarded to the Alabama Commission on Higher Education (ACHE) for approval by that body, as well as the Alabama Community College System Board of Trustees.
5. When approved, the College may then include the new course in the curriculum and the new program as part of the College's academic program offerings.

Policy 6.19: Maintenance Requests

Faculty requests for repairs should be submitted to the Chief Instructional Officer who will forward to the Department of Buildings and Grounds.

Departmental maintenance requests should be submitted through email to b&g@marionmilitary.edu.

Policy 6.20: Emergency Class Dismissal

When, in the opinion of the President or the person designated as acting in the absence of the President, inclement weather or other emergency situations create a hazard for faculty and students, the President or his/her designee will deem that the College will be closed.

Announcements of the closing will be placed on the website, and supervisors will be notified.

Policy 6.21: Academic Integrity

Because academic integrity is a cornerstone of MMI's commitment to the principles of leadership and character development, faculty members are responsible for ensuring that cadets uphold professional standards of research, writing, assessment, and ethics in their areas of study.

Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic misconduct includes, but is not limited to, the following categories of behavior:

- a. Cheating: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information.
- b. Plagiarism: claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.
- c. Fabrication: presenting as genuine falsified data, citations, or quotations.
- d. Abetting: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.
- e. Misrepresentation: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

In the event of suspected academic misconduct, the following procedure will be followed:

A student may appeal an instructor's decision in a written request to his/her department chair, who will then ask the Chief Instructional Officer to assemble the Appeals Committee, a standing committee composed of MMI faculty and staff. If the student's instructor, who has initiated the case, is a member of the committee, the Dean will ask another faculty member to serve in the instructor's place for that particular appeal. The student may be accompanied at the meeting by his/her faculty advisor or TAC officer or a faculty member of his or her choice. The decision of the Appeals Committee is final.

The process described above addresses the academic consequences of academic dishonesty. When necessary, these cases will be reported to the MMI Honor Council, who may choose to review the incident further as an honor offense.

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct:

1. Requirement to submit additional work or take additional examinations.
2. A lower or failing grade on the assignment or examination.
3. A lower or failing grade in the course.
4. Removal from class.

For more detailed definitions of the various kinds of academic misconduct, please see the Academic Catalog.

APPENDICES

APPENDIX A:

FAMILY RELATIONSHIP DISCLOSURE FORM



FAMILY RELATIONSHIP DISCLOSURE FORM

Employee's Name: _____

Job Title/Position: _____

Employment Date: _____ Full-Time _____ Part-Time

Salary Schedule _____ Rank _____ Step _____ Annual Salary _____

For purposes of this disclosure, relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse.

Are you a relative of any employee of the Alabama College System or any member of the State Board of Education?

Yes _____ No _____

If yes, list the name(s), relationship, and employer/position of relative(s)

I affirm that all information contained herein is correct to the best of my knowledge.

Signed: _____
Employee

Date

APPENDIX B:
**EMPLOYEE ADDRESS CHANGE/
CHANGE OF STATUS FORM**



**EMPLOYEE ADDRESS CHANGE/CHANGE OF
STATUS FORM**

**Please print and return completed form to the Human
Resources Department.**

Name Change

Employee Name (Last, First, MI)

New Name (if applicable) (Last, First, MI)

*Name will not be changed on the payroll system unless a new **Social Security Card** reflecting the new name is attached.

ADDRESS CHANGE

New address (if applicable)

City, State, & Zip

Telephone

Employee Signature

Date

APPENDIX C:
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

In accordance with Alabama Community College System Board of Trustees and Marion Military Institute policies, faculty and staff members proposing to engage in outside employment activities must submit the following information for approval by the President prior to engaging in the proposed activity.

Name: _____

Department: _____ Job Title: _____

1. Name of proposed employer or activity: _____
2. Location of proposed employment or activity: _____
3. Anticipated dates and length of outside employment: _____
4. Days worked per week _____; Hours worked per day _____; specify days and hours _____
5. Description of outside employment activity: _____

I hereby certify that the outside employment activity reported does not constitute a conflict of interest and will not interfere with my regular employment at Marion Military Institute.

Employee's Signature

Date

All reported outside employment activity must be reviewed by the appropriate chair or supervisor and Dean or Director to determine conformance of the proposed activity with the guidelines stated in the policy on outside employment. After completing the review, the chair/supervisor and dean/director should indicate their approval or disapproval below and indicate whether a conference with the faculty or staff member is recommended, and if so, when it is held.

___ Approved ___ Disapproved

Supervisor

Date

___ Approved ___ Disapproved

Senior Staff

Date

___ Approved ___ Disapproved

President

Date

APPENDIX D:

ANNUAL PERFORMANCE REVIEW FORM



Annual Performance Review

Employee's Name	Employee Title	Supervisory Responsibilities Select Answer	Department Select Answer
Supervisor's Name	Supervisor's Title		Department Select Answer
Review Period	Type of Evaluation Select Answer		

Please select the answer from the drop down list that most accurately reflects the employee's performance for the respective category. Ratings should be based solely on the employee's performance during the preceding twelve months. Selecting "Needs Improvement" requires an explanation and/or guidance for the employee.

Answer Choices: Exceeds Requirements; Meets Requirements; Needs Improvement; Unsatisfactorily; Not Applicable; Not Observed

Part One: Job Requirements

A. Understanding of the Job: Does the employee have adequate knowledge and skills to complete the variety of tasks required by the job?	Select Answer	
B. Quality of Work: Is the quality of work acceptable and does it meet established standards?	Select Answer	
C. Productivity: Does the employee complete assignments on schedule, use resources wisely and manage time effectively?	Select Answer	
D. Reliability and Dependability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?	Select Answer	
E. Work Habits: Does the employee meet attendance requirements? Is the employee punctual, available, and accessible?	Select Answer	
F. Initiative: Does the employee demonstrate initiative and resourcefulness by taking appropriate action with minimum direction as situations arise?	Select Answer	
G. Safety: Does the employee follow safety rules, report unsafe working conditions/practices, and proactively prevent unsafe practices in the workplace?	Select Answer	
H. Planning and Organizing: Does the employee set individual objectives and goals and establish appropriate priorities?	Select Answer	
I. Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?	Select Answer	
J. Efficiency: Does the employee manage the resources entrusted to him or her with efficiency?	Select Answer	

K. Customer Service: Does the employee demonstrate a desire to serve and show a willingness to provide excellent service to students, faculty, staff, co-workers, and/or the public?	Select Answer	
L. Ethical Conduct: Does the employee exhibit honesty, integrity, and high ethical standards while performing their job duties? Does the employee adhere to college policies, procedures and practices?	Select Answer	
M. Commitment to Performance Excellence: Does the employee actively seek opportunities to learn new skills and make suggestions for improving work processes?	Select Answer	

Professional Development:

Has the employee completed annual requirements such as sexual harassment training?	Select Answer	
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Part Two: Performance Excellence Behaviors

A. Communication: Does the employee provide accurate and clear written and verbal information: present information effectively; listen effectively; comprehend and follow directions; ask timely and appropriate questions?	Select Answer	
B. Cooperation/Teamwork: Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	Select Answer	
C. Conflict Resolution: Does the employee take initiative to address situations involving conflict? Does the employee resolve differences with little disruption to the work environment?	Select Answer	
D. Constructive Feedback: Does the employee accept constructive feedback and demonstrate willingness to improve?	Select Answer	
E. Accountability: Does the employee take ownership of responsibilities? Is the employee accountable for projects and job duties?	Select Answer	
F. Continuous Improvement: Does the employee actively seek opportunities for personal improvement and readily adapt to change?	Select Answer	
G. Attitude: Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect toward coworkers?	Select Answer	

Part Three: Supervisory Factors: (This section should only be completed for individuals with supervisory responsibilities)

A. Leadership: Consider how well the supervisor demonstrates effective supervisory abilities, sets goals and priorities, gains respect and cooperation, inspires and motivates subordinates, models good work habits and behaviors, directs the work group toward common goals, promotes cooperation between departments, and supports administrative decisions.	Select Answer	
B. Delegation/Coordination: Consider how well the supervisor demonstrates the ability to direct others in accomplishing work, effectively selects and motivates staff, gives clear instructions, defines work assignments, appropriately distributes workload, oversees the work of subordinates, and coordinates with subordinates and other staff.	Select Answer	
C. Planning and Organizing: Consider how well the supervisor plans and organizes work for self and others; coordinates with others, establishes appropriate priorities, anticipates future needs, allocates time and resources and carries out assignments effectively.	Select Answer	

D. Quality Management: Consider how well the supervisor performs day-to-day administrative tasks, uses quality management tools and techniques when appropriate, achieves desired results, manages time, effectively administers policies and implements procedures, maintains appropriate contact with supervisor and other relevant parties, and effectively and efficiently utilizes time, funds, staff, and/or equipment.	Select Answer	
E. Supervision of Staff: Consider how well the supervisor serves as role model, provides guidance and opportunities to their staff for their development and advancement, encourages teamwork and team participation, resolves work-related employee problems, assists subordinates in accomplishing their work related objectives, communicates in a clear, concise, accurate, and timely manner with subordinates, and makes useful suggestions.	Select Answer	

Part Four: Overall Performance

Employee strengths: What does the employee do well?

- 1.
- 2.
- 3.

List specific areas for improvement: What does the employee need to work on?

- 1.
- 2.
- 3.

Part Five: Overall Performance Rating and Comments (use additional pages if necessary)

Please use this space to support the overall rating. The overall rating should take into consideration job requirements, performance excellence behaviors and supervisory factors, if applicable. "Unsatisfactory" ratings should be addressed in this section.

Part Six: Employee Comments and Acknowledgement

Employee Comments: (use additional pages if necessary)

() I have reviewed my job description and understand the principal accountabilities of my position.

() I have read the evaluation and have discussed its contents with my supervisor. I understand that if I do not agree with the rating I should state my concern(s) in the comments section above. My signature does not indicate my agreement or disagreement with this performance review.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

President's Signature: _____ Date: _____

APPENDIX E:

FAMILY AND MEDICAL LEAVE ACT (FMLA)

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Family and Medical Leave Act (FMLA) Employee Eligibility, Rights & Responsibilities

- A. Eligibility. To be eligible for FMLA benefits, an employee must have been employed by the College for a total of 12 months from the date on which any FMLA leave is to begin and must have worked at least 1,250 hours over the previous 12-month period. These guidelines generally do not cover temporary employees. However, if a temporary employee is extended beyond one (1) year, the employee would be covered if the employee had worked at least 1,250 hours during the previous 12-month period.
- B. Definitions.
1. Parent. A biological or adoptive parent or an individual who stood *in loco parentis* (a person who is in the position or place of a parent) to an employee when the employee was a child.
 2. Child. A son or daughter under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self care because of mental or physical disability who is: a biological child; an adopted child; a foster child (one for whom the employee performs the duties of a parent as if it were the employee's child); a stepchild (a child of the employee's current spouse from a former marriage); a legal ward (a minor child placed by the court under the care of a guardian); a child of an employee standing *in loco parentis*.
 3. Spouse. A husband or wife.
 4. Serious Health Condition. An illness, injury, impairment, or physical or mental condition that involves either any period of incapacity or treatment connected with inpatient care (an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider which includes any period of incapacity (inability to work, attend school, or perform other regular daily activities) due to:
 - a. a health condition lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes treatment two or more times by or under the supervision

- of a health care provider; or one treatment by a health care provider with a continuing regimen or treatment; or
 - b. pregnancy or prenatal care; or
 - c. a chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity; or
 - d. a permanent or long-term condition for which treatment may not be effective; or
 - e. any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated.
 - 5. Health Care Provider. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or podiatrists, dentists, clinical psychologists, optometrists, and chiropractors authorized to practice, and performing within the scope of their practice under state law; or nurse practitioners, nurse-midwives, and clinical social workers authorized to practice, and performing within the scope of their practice as defined under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or any health care provider recognized by the College or the College's group health plan benefits manager.
 - 6. Workweek. The number of hours an employee is generally scheduled to work each week.
- C. Leave Entitlement. The College will grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:
 - 1. For the birth and care of the newborn child of the employee, provided the leave is taken within twelve (12) months following birth;
 - 2. For placement with the employee of a son or daughter for adoption or foster care, provided the leave is taken within twelve (12) months following placement;
 - 3. To care for an immediate family member (spouse, child, or parent) with a serious health condition;
 - 4. To take medical leave when the employee is unable to work because of a serious health condition.
- D. Health Benefits. The College will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee taking FMLA leave is responsible for making all monthly health insurance premium payments in order to maintain health insurance coverage and benefits. Arrangements and payments for the coverage must be made through the MMI Business Office. Failure to

make such payments on a timely basis will result in the lapse of health insurance coverage and benefits.

E. Notice and Certification. Employees seeking to use FMLA leave are required to provide notice thirty (30) days in advance of the need to take FMLA leave when the need is foreseeable and such notice is practicable. The College may require the following:

1. Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
2. Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or for the employee's own illness, and is for planned medical treatment, an employee must try to schedule treatment so as not to disrupt unduly operation of the College.

Reference Alabama Community College System Board of Trustees Policy Guideline 611.01:
Leaves Without Pay

APPENDIX F:
TUITION WAIVER FORM



EMPLOYEE AND/OR DEPENDENT TUITION WAIVER FORM

Employee's Name _____ Employee ID # & Position/Title _____

Phone # _____ Email _____

Dependent's Name _____ Dependent's Student ID or SS# _____

Phone # _____ Email _____

Relationship to Employee: (check one)

() Self () Spouse () Unmarried Natural or Adopted Child () Unmarried Step-Child () Legal Ward

Does the Dependent live with you? () Yes () No With former Spouse? () Yes () No

(Dependents must reside in the household of the employee or the employee's former spouse. Exception: step-child must reside in the household of the employee)

Institution to Attend: _____ Term/Year _____

Course# _____ Course Name _____ Credit Hours _____ Online: () Yes () No Audit: () Yes () No

Course# _____ Course Name _____ Credit Hours _____ Online: () Yes () No Audit: () Yes () No

Course# _____ Course Name _____ Credit Hours _____ Online: () Yes () No Audit: () Yes () No

Course# _____ Course Name _____ Credit Hours _____ Online: () Yes () No Audit: () Yes () No

Course# _____ Course Name _____ Credit Hours _____ Online: () Yes () No Audit: () Yes () No

I certify that I am familiar with the provisions of the State Board of Education Policy 612.02 and that the person(s) requesting the tuition waiver benefits qualifies as an eligible employee or dependent in accordance with Policy 612.02 guidelines (see reverse of form for policy and/or processing steps).

INITIAL BY _____ All fees (other than portion of tuition waiver), books and supplies are the responsibility of the student
EACH ITEM _____ Maximum of one audit per term
AND SIGN _____ Waiver does not apply to repeated courses
BELOW _____ Student must abide by the academic limitations and policies of the attending institution (including any course limitations)
_____ Unofficial Transcripts (and current course schedule) must be attached to this form

Employee Signature _____

Date _____

Supervisor (if required) _____

Date _____

Certification: Full Waiver _____

2/3 Waiver _____

1/3 Waiver _____

Full-Time Employment Date _____ or

Date of Employee Retirement _____ *

*Dependents are eligible for Waiver for a maximum of 5 years from date of employee retirement

Certifier: Name _____

Date _____

Department/Division _____

Certification: _____

Student's GPA at least 2.0? () Yes () No

Certifier: Name _____

Date _____

Department/Division _____

I hereby certify that

is an eligible employee at _____

and is eligible to receive all benefits granted under the Employee and Dependent Tuition Waiver Program.

President/Vice President/Director _____

INSTITUTION TO ATTEND:

I certify that _____ has been approved to receive a tuition waiver for _____ hours
(employee/dependent)

at _____
College or Entity

President _____

Date _____

Routing or Notes:

APPENDIX G:

TRAVEL FORMS



MARION MILITARY INSTITUTE

IN STATE TRAVEL REQUEST

NAME: _____ Date: _____

I request permission to be away from the campus on _____
to travel to _____
for the purpose of _____

I plan to travel by: _____ State car
_____ Private automobile
_____ Other _____ Explain

I have made the following arrangements for the teaching of my classes in my absence (Type N/A if this does not apply to you).

This trip will be charged to the _____ budget.

The estimated cost is: \$ _____.

Person making request Date

Department Head, if applicable Date

Approved by: _____
Budget Manger Date

Department/Agency _____		Code Number _____		Division _____		Funds _____		
APPROVED _____ <div style="text-align: right;">Department Head</div>				Name _____ Address _____ City _____ State _____ Zip _____ SSN _____ <small>Above Space for Name, Address & SSN of Traveler</small>				
				Official Station or Base _____				
Month And Date	POINTS OF TRAVEL		Private Car Miles	Hour of Departure From Base		Hour of Return to Base		Amount Per Diem Claimed
	From City/County	To City/County		AM	PM	AM	PM	
Total Number of Miles Traveled _____			TOTAL PER DIEM CLAIMED _____		MILEAGE (# of miles x mileage rate) _____			
Detail miscellaneous expense and furnish receipts when required. This space for departmental approval, etc. Use extra sheets when necessary.			MISCELLANEOUS EXPENSE _____					
			TOTAL THIS EXPENSE ACCOUNT _____					\$
I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel granted me.			_____ Signature of Traveler					
			Sworn to and subscribed before me this _____ day of _____					
			_____ Notary Public					
			_____ Notary Public					



MARION MILITARY INSTITUTE

OUT OF STATE TRAVEL REQUEST

NAME: _____ Date: _____

I request permission to be away from the campus on _____
to travel to _____
for the purpose of _____

I plan to travel by: _____ State car
_____ Plane
_____ Private automobile
_____ Other _____ Explain

I have made the following arrangements for the teaching of my classes in my absence (Type N/A if this does not apply to you).

This trip will be charged to the _____ budget.

The estimated cost is: \$ _____.

Person making request Date

Department Head, if applicable Date

Approved by: _____
President Date

[illegible]

APPENDIX H:

INCOMPLETE GRADE FORM

Incomplete Grade Form Marion Military Institute

NAME: _____

DATE: _____

TITLE OF COURSE: _____

COURSE PREFIX, NUMBER, AND SECTION: _____

JUSTIFICATION FOR INCOMPLETE GRADE:

PROPOSED DATE FOR COMPLETING ALL ASSIGNMENTS FOR THIS COURSE:

SIGNATURES:

ADVISOR: _____ **DATE:** _____

INSTRUCTOR: _____ **DATE:** _____

DEAN: _____ **DATE:** _____

APPENDIX I:
INDEPENDENT STUDY REQUEST FORM

Marion Military Institute
Independent Study Request Form

NAME:

DATE OF REQUEST:

TITLE OF COURSE REQUESTED:

COURSE PREFIX AND NUMBER:

JUSTIFICATION FOR COURSE:

PROPOSED TIME SCHEDULE (INCLUDING LABS, IF APPLICABLE):

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

SATURDAY: _____

SUNDAY: _____

BEGINNING DATE: _____ **ENDING DATE:** _____

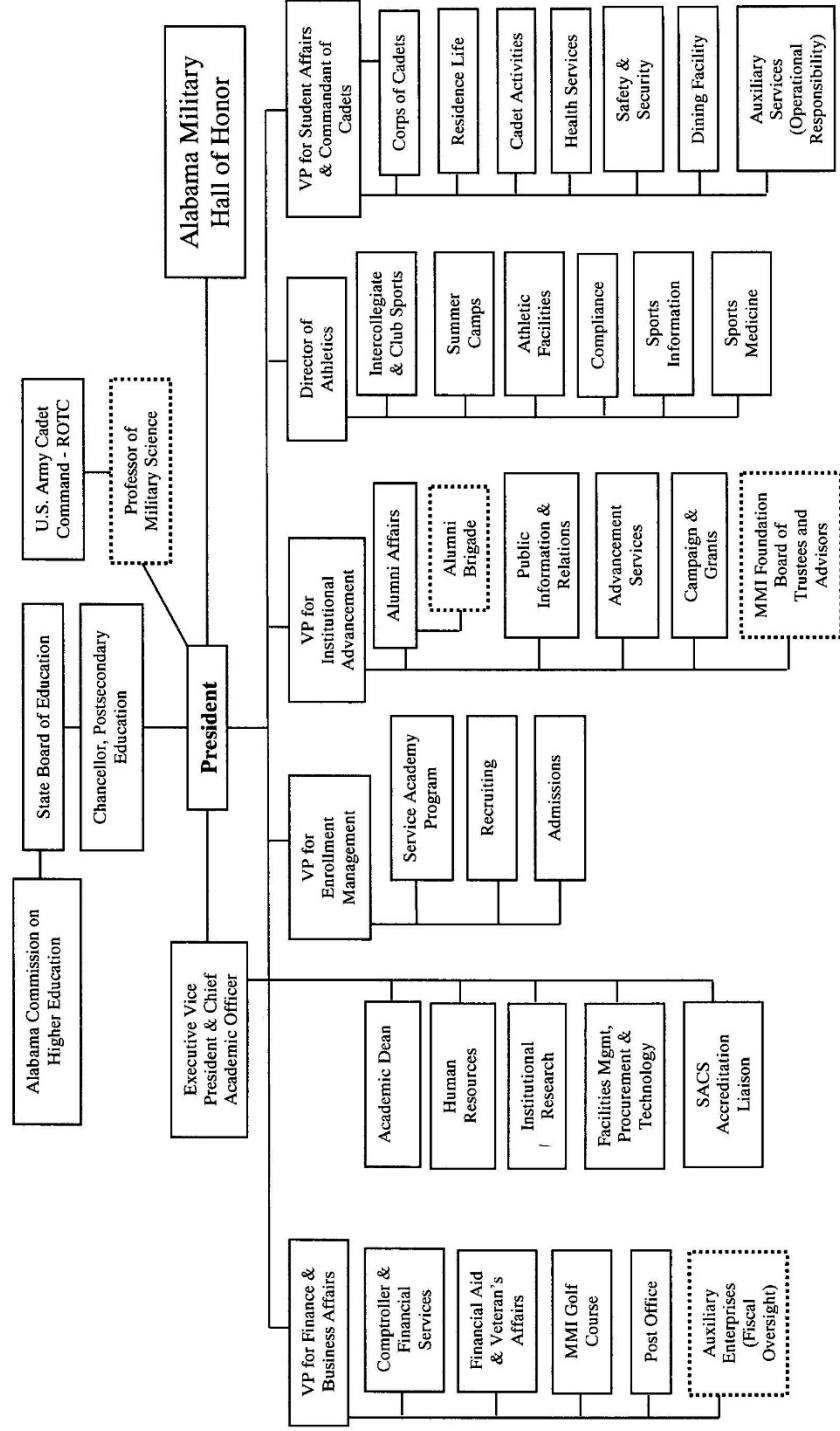
PROPOSED INSTRUCTOR SIGNATURE: _____

DEAN SIGNATURE and DATE

APPENDIX J:

MARION MILITARY INSTITUTE
ORGANIZATIONAL STRUCTURE

ORGANIZATIONAL STRUCTURE



APPENDIX K:

CURRICULUM REVISION PROPOSAL FORM

MARION MILITARY INSTITUTE

Curriculum Revision Proposal

To assist Marion Military Institute faculty in the development of proposals for curriculum revisions (e.g., additions, deletions, major revision of courses, changes in requirements for concentrations, general education, etc.), the outline and guidelines below are provided. Please consider these items carefully when writing the proposal to ensure Academic Council support and approval.

The procedure for submitting a Curriculum Revision Proposal is as follows:

- 1) Based on curricular need, relevance to the College's mission, or both, a new program or course is proposed by a faculty member to his/her department chair.
- 2) If the department chair approves the proposal based on the criteria in (1), he/she will propose the new program or course to the Chief Instructional Officer (Academic Dean).
- 3) The Chief Instructional Officer reviews the proposal and, if approved based on the criteria in (1), asks the appropriate department chair to complete a Curriculum Revision Proposal form for review by the Chief Academic Officer, who, using the same criteria, can then recommend inclusion on the agenda of a subsequent Academic Council meeting.
- 4) If approved by the Council using the criteria in (1), the Chief Instructional Officer will submit the proposed change to the appropriate outside agencies. For new courses, the proposed change is sent to Alabama Department of Postsecondary Education for inclusion in the Course Directory (*Alabama State Board Policy 717.01*) and to the AGSC/STARS Committee for review and approval for inclusion in the state transfer system. For new programs, the College must submit the program to the Alabama State Board of Education for approval, per the process described in *Alabama State Board Policy 702.01*, *Requests for New Instructional Programs*, and *Alabama State Board Policy Guidelines 702.01*. Any request for a new program will also be forwarded to the Alabama Commission on Higher Education (ACHE) for approval by that body, as well as the Alabama State Board of Education.
- 5) When approved, the College may then include the new course in the curriculum and the new program as part of the College's academic program offerings.

Submitted by:

Signature of Faculty member (if needed)

Signature of Department Chair

Signature of Chief Instructional Officer

Signature of Chief Academic Officer

PROPOSAL:

CATALOG DESCRIPTION:

RATIONALE:

EXPECTED OUTCOMES:

LEGAL IMPLICATIONS:

COURSE OUTLINE:

BIBLIOGRAPHY OF TEXTS, REQUIRED READING, AND RELATED MATERIAL:

LEARNING OUTCOMES:

MEASUREMENT OF STUDENT INTEREST AND EXPECTED ENROLLMENT: