01.05 General Collect Information and Resources

Original Approval: <mark>DATE</mark>
Last Updated: <mark>DATE</mark>
Last Reviewed: <mark>DATE</mark>

Policy/Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure that all of its employees and students have access to resources to ensure a positive and productive work and learning environment.

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **General Resources:**
   a. **Change of Address, Name, or Educational Degree/Credential:** Employee will promptly notify the Payroll Office and their supervisor if any change occurs in address, name, marital status, telephone number, etc. In addition, if a new degree is earned after being hired, it is the employee's responsibility to have an official transcript sent to the Human Resources Office.

   b. **Facilities Services:** Facilities Services consists of custodial, maintenance, grounds, vehicle maintenance, and facility planning and design. Call (334) 876-9238 for assistance.

   c. **Human Resources:** The Human Resources Office is available to answer questions regarding current vacancies, employment procedures, and other personnel-related matters.
   Human Resources
   Selma Campus
   (334) 876-9319 Email: human.resources@wccs.edu

   d. **ID Badges:** Upon hire, all employees may submit a request to receive an Identification (ID) Badge.
      1. **Purposes of the ID Badge:**
         - Serves as the identification badge and verifies the wearer is a legitimate WCCS employee.
         - Provides proof of employment for employee discounts in the bookstore.
         - It is the employee's library card for checking out materials at WCCS library.

      2. **Employee Responsibilities:** Employees are encouraged to:

- Wear the ID Badge on any WCCS campus if a name tag is unavailable;
- Know, understand, and follow the guidelines associated with the badge;
- Do not loan or give the badge to anyone else.

  3. **Lost or Stolen ID Badges:** Report any lost or stolen ID Badges to the <mark>ADD DEPT HERE</mark>.

e. **College Owned Vehicles:** The College maintains a fleet of vehicles for business use. An employee must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day. All drivers of college vehicles must be age 18 or older and hold a valid driver's license. Only employees and guests of the College are permitted to be passengers in a college vehicle.

  If an employee is involved in an accident while driving a college vehicle, the employee must immediately contact their supervisor.

  Refer to the College's Travel and Travel Related Expenditures Policy for a request to rent a vehicle.

f. **Keys:** Employees are issued keys based upon department and position. Report all lost keys to the Facilities Office. Lost keys may result in disciplinary action, depending on the severity of the situation. In an emergency, College Police or Facilities can open a classroom or office if the employee has the proper identification.

g. **Library Services**: WCCS Library Services collects and distributes materials to students and employees in support of all programs and pathways at WCCS.

h. **Mail Services for Employees:** A mailbox is provided for each department office.
  1. **Personal Mail and Packages:** The College allows employees to send personal mail or packages. Personal mail or packages for which postage has already been paid may be picked up with college mail. Personal packages should already be prepared for shipment, with appropriate wrapping and tape, address label and postage. Packages not appropriate for shipment will not be accepted.

i. **Payroll Questions:** Earnings statements for each pay period are available electronically through eServices, which can be accessed via OneACCS. Questions regarding paychecks, including any adjustments or changes, should be referred to the Payroll Office at (334) 876-9378.

j. **Purchasing Guidelines:** Refer to the Purchasing Policy for additional information.

k. **Travel Procedures (Expenses and Mileage Reimbursement):** Refer to the Travel and Travel Related Expenditures Policy for additional information.

2. **Campus Locations:** WCCS has two locations, Selma and Demopolis.

  An employee's job responsibilities may be located at one or both of these locations.

3. **Directory and Contact Information:** Refer to the Directory on WCCS website. Please contact the Help Desk at Robbie.Bennett@wccs.edu for assistance.

4. **Standard Hours of Operation:** The standard business hours of the College offices are: 7:30 a.m. to 4:45 p.m. Monday through Thursday 8:00 a.m. to 12:00 p.m. Friday.

   Unsupervised students will not be allowed into classrooms or campus buildings after hours without prior authorization.

   Refer to the Working Conditions Policy for information about work hours.

5. **Advisory Committees:** Per ACCS Board Policy 202.01, The President of each college may appoint advisory committees to assist in planning programs to meet the needs of the community(ies) served by the College and of the state. Refer to Policy 01.09 Standing College Committees for additional information.

6. **Institutional Effectiveness:** The Office of Institutional Effectiveness (IE) provides accurate and timely data and information in support of the College's mission, vision, and institutional effectiveness efforts. IE works collaboratively with college departments and offices to plan and implement institution-wide research and assessment projects related to enrollment and retention, student expectations, satisfaction, and performance outcomes to measure institutional effectiveness. Among other services, IE provides data and reports for operational and academic program planning, community and employer demographics and expectations, and community workforce needs. IE ensures that the College presents consistent, accurate, and reliable information to its governing agencies and the community by coordinating compliance with state and federal reporting mandates. For additional information, refer to https://www.wccs.edu/about/institutional-effectiveness.

7. **Personal Property:** The College does not insure against theft or loss of personal property. Valuables should be secured, and office doors locked when an office is unoccupied. If valuables are lost, contact College Police.

8. **Service to the College:** The College encourages all employees to become involved in the various councils, committees, and advisory groups of the College, provided such participation does not interfere with the performance of an employee's job duties or the operation of the College. Employees interested in participating in such groups must receive advance approval from their supervisor.

Procedure(s):

Institutional Research and Planning Data Request Procedures (Employees Only)
1. Contact the Institutional Effectiveness staff at https://www.wccs.edu/about/institutional-effectiveness.

ID Badge Procedures (Employees)
1. ADD PROCEDURE HERE

ID Badge Procedures (Students)
1. Refer to https://www.wccs.edu/student-id-card-pickup-requirements for additional information.

Parking Decal Procedures
1. Obtain a parking decal by contacting Campus Police at (334) 375-6036.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.