

10.03.02 Base Campus

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

In addition, it is the policy of WCCS to assign new full-time employees to a primary (or base) campus at hire. Changes to a full-time employee's primary (or base) campus are either made based upon the needs of the College or at the request of the employee and comply with Alabama Community College System (ACCS) [Board Policy 602.04](#), [Chancellor Procedures 602.04](#), and the [Students First Act](#).

Scope:

This policy applies to all WCCS 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:

Base Campus: For the purpose of this policy, the Base Campus is the college campus assigned to an employee at hire. The Base Campus is the campus where the employee works the majority of their work hours.

Employee: For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Position: For the purpose of this policy, a position means a job that is performed by an employee of WCCS.

Details:

1. **Base Campus at Hire:** At hire, full-time employees are assigned to a primary (or base) campus.
2. **Employee Reassignment:** The President may reassign an employee to a work location, campus, or site as the needs of the employer require. "Except as required by acts of God or disasters that are beyond the reasonable control of the employer, written notice of the proposed transfer must be issued to the teacher by the president of a two-year educational institution alone or the chief executive officer no later than the twentieth calendar day after the first day of classes for students, and the teacher may not be involuntarily transferred under this subsection more than one time in a school year, excluding summer term."
3. **Base Campus Transfer:** Any base campus change (transfer) must comply with ACCS [Board Policy 602.04](#), [Chancellor Procedures 602.04](#), and the [Students First Act](#).

Procedure(s):

Change in Primary (or Base) Campus Procedures

(Based upon the needs of the College)

1. **Full-Time Instructor:** Upon the request of the Dean of Instruction, the President may reassign an instructor to a work location campus or site as the needs of the College require. The reassignment may only be to another position for which the instructor holds appropriate certification, and the reassignment may not entail a loss of or reduction in compensation.

NOTE: *Tenured full-time instructor must be afforded an opportunity to meet with the President to demonstrate why the proposed transfer should not be approved.*

- a. Upon approval by the President, the Human Resources Office will prepare a written notice of the proposed transfer to the instructor no later than the twentieth calendar day after the first day of classes for students, and the instructor may not be involuntarily transferred more than one time in a school year, *excluding summer term*.
 - b. The instructor may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.
2. **Full-Time Staff:** Upon the request of the applicable supervisor, the President may reassign a staff member to a work location campus or site as the needs of the College require. The reassignment may only be to another position for which they are qualified without loss of or reduction in compensation.
- a. Upon approval by the President, the Human Resources Office will prepare a written notice of the proposed transfer to the staff member not less than 15 calendar days before the transfer.
 - b. The staff member may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.

Change in Primary (or Base) Campus Procedures

(Upon the Request of the Employee)

1. Employees may submit a written request to their immediate supervisor for a change in primary (base) campus by May 15. The written request must include the following:
 - Data to support the request. This may include enrollment statistics, statistics that support a need for increased services at the campus, etc.
 - Evidence that the change in primary (base) campus better serves students.
 - Evidence that the change in primary (base) campus does not create an undue hardship on other employees within the department, nor on the College.
 - Evidence that the change in primary (base) campus still allows for office hours staffing coverage for the department.
 - Evidence that the employee can be supervised, and productivity monitored.

NOTE: *Requests for a change in primary (base) campus may be made every three years.*

2. Immediate Supervisor:
 - a. Contact Human Resources Office to verify date of last request and/or primary (base) campus change.
 - b. Supervisor considers the request above and the following additional information when considering the request:
 - 1) The request is submitted within the time parameters referenced in 1 above.
 - 2) If there is more than one Base Campus Change request for more than one employee in the same position, the supervisor must consider seniority and qualifications.
 - c. The immediate supervisor reviews the request and either:
 - 1) Approves request. Approved requests are submitted to the applicable Dean level position for review and approval.
 - 2) Denies request. Denied requests are returned to the Employee with a written explanation for the denial.
3. Dean Level Supervisor reviews the request and either:
 - a. Approves request. Approved requests are submitted to the President for review and approval.
 - b. Denies request. Denied requests are returned to the Immediate Supervisor and Employee with a written explanation for the denial.
4. President provides written approval to the Human Resources Office for processing.
5. Human Resources Office follows the [Board Policy 602.04](#) by posting an internal vacancy for 14 calendar days allowing all existing qualified employees to apply for the position (base campus location).
6. Human Resources Office provides a written letter to the successful internal employee, "hired" in item 5 above, of the primary (base) campus change.
 - a. Upon approval by the President, the Human Resources Office will prepare a written notice of the employee not less than 15 calendar days before the transfer.
7. The employee may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.