



COLLEGE POLICY MANUAL 2010



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COLLEGE POLICIES**

click on box to go to that section

<input type="checkbox"/>	Accommodation of Religious Beliefs and Practices.....	2
<input type="checkbox"/>	Affirmative Action Grievance Procedure.....	3
<input type="checkbox"/>	Code of Ethics.....	5
<input type="checkbox"/>	Computer Resources	8
<input type="checkbox"/>	Copyright Act & Photocopying Policy.....	21
<input type="checkbox"/>	Crime Awareness & Campus Security Act.....	22
<input type="checkbox"/>	Drug-Free Workplace Policy.....	24
<input type="checkbox"/>	Essential Employees (NP-2).....	25
<input type="checkbox"/>	Equal Opportunity Policy Statement.....	26
<input type="checkbox"/>	Family Educational Rights & Privacy Act (FERPA).....	28
<input type="checkbox"/>	Freedom of Information Act.....	29
<input type="checkbox"/>	Inclement Weather Policy.....	32
<input type="checkbox"/>	Jury Duty.....	34
<input type="checkbox"/>	Non-Discrimination Policy.....	34
<input type="checkbox"/>	Persons with Disabilities.....	35
<input type="checkbox"/>	Policy on Aids & Other Communicable Diseases.....	35
<input type="checkbox"/>	Policy Against Sexual Harassment.....	36
<input type="checkbox"/>	Policy on Racism & Acts of Intolerance.....	39
<input type="checkbox"/>	Policy on Violence Prevention & Response.....	40
<input type="checkbox"/>	Records Retention & Management.....	42
<input type="checkbox"/>	Standards of Conduct.....	43



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

✓ Accommodation of Religious Beliefs and Practices

The First Amendment to the U.S. Constitution states that “Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof.” In addition to the Constitution, Federal and state laws prohibit discrimination against any person on the basis of his or her religious beliefs.

The obligation of “reasonable accommodation” with respect to religious beliefs and practices is similar to the obligation to accommodate persons with disabilities. Colleges may be required to permit exceptions from regular practices and/or schedules to permit an employee or student to engage in the practice of his or her religion. As in the case of disability accommodation, an employee or student desiring an accommodation has the responsibility to inform appropriate persons in a timely and appropriate manner so that accommodations may be considered as early as possible.

Faculty

Faculty members are required to make prior arrangements with their immediate supervisor for the coverage of any classes that will be missed on account of the faculty member’s absence for religious observance. Arrangements may be made for a substitute teacher, a guest speaker or an alternative assignment that does not require the faculty member to be present. Procedures on class coverage found at Article X, Section 6H of the Congress contract should be followed where applicable. Typically, it will not be feasible to reschedule a class on account of a faculty member’s religious observance.

Staff

Non-teaching employees must notify their supervisor in advance of their need for time off on account of a religious holiday. The supervisor will grant the request so long as it is timely made and in accordance with procedures that may have been adopted by the College. When a request is granted, it is generally expected that the employee will use personal leave or vacation time to cover the absence from work. Alternatively, an arrangement may be made to make up the missed work or the employee’s work schedule may be modified.

Students

Students have an obligation to notify their instructors in a timely manner regarding anticipated absences for religious observances. Based on procedures adopted by the College, students may be required to request accommodations during the first week of an academic semester or within a prescribed period of time before the anticipated absence. Requests should be made in writing stating the reason for the request, i.e., conflict with scheduled quiz, test, exam, assignment or activity, the religious observance that poses the conflict and the date or dates of such holiday. If an instructor is unfamiliar with a particular religious holiday, he/she may ask the student for a calendar or other documentation of the religious observance or holiday.

Faculty and staff may contact The Human Resources Director with any questions concerning the above. Student questions should be addressed to the Dean of Academic and Student Affairs.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

✓ *Affirmative Action Grievance Procedure*

(Excerpted from the Board of Trustees' Policy, Section 2.1.3. Adopted October 10, 1975; amended February 19, 1983, April 23, 1984, November 17, 1986, March 23, 1987, February 26, 1990, and March 16, 1998)

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

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

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

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

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

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

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

Complaints may be filed with the Connecticut commission on human rights and opportunities; United States equal employment opportunity commission; United States department of labor, wage and hour division; and any other agencies, state, federal, or local, that enforce laws concerning discrimination in employment. The Connecticut commission on human rights and opportunities can provide assistance in filing complaints and determining the legal options which may be available. In general, complaints must be filed within 180 days



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

of the alleged discrimination. An exception exists for complaints which allege unlawful reliance on criminal records; Connecticut law requires that the complaint be filed within thirty days.

Noncompliance with affirmative action program. If an employee believes that there has been a failure to comply with the board's affirmative action program, a written complaint may be submitted to the president. If the response of the president is unsatisfactory or if the alleged violation is attributed to the president, a written complaint may be filed with the chancellor. If the response of the chancellor is unsatisfactory or if the alleged violation is attributed to the chancellor, a complaint may be filed with the chairperson of the board of trustees. Review hereunder is separate from the grievance steps below.

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

It will further provide advisement to employees of the legal options to file complaints with the Connecticut commission on human rights and opportunities; the United States equal opportunity commission; the United States department of labor, wage and hour division; and any other agencies, state, federal, or local that enforce laws concerning discrimination in employment. A model notice to grievants is attached.

Training. A plan for periodic training in counseling and grievance investigations will be developed and implemented by the affirmative action officer at the system office in cooperation with the equal opportunity council and such other individuals and agencies as the chancellor may designate. Periodic training will be made available to all appropriately designated personnel responsible to administer affirmative action grievances.

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

All records of grievances shall be reviewed on a regular basis by the affirmative action officer to detect any patterns in the nature of the grievances. All records relevant to employee grievances filed under this section shall be maintained by the college.

Grievance procedure steps.

1. The grievant must file a written complaint, as provided above. Although not mandatory, grievants are encouraged to seek informal resolution of complaints filed with the college affirmative action person. The affirmative action person or other designated representative is available to the grievant for counseling. Such counseling shall be confidential, consistent with applicable law.
2. Upon receipt of the complaint, the affirmative action person should meet with the grievant. The purpose of this meeting is to clarify the complaint and to elicit relevant information and documents from the grievant.
3. The affirmative action person or other designated representative of the president will investigate all grievances. Following completion of his or her investigation, the affirmative action person shall make a report to the president. The report shall summarize the claim and the factual basis asserted by the grievant, the facts which the investigation has revealed, and whether the affirmative action person recommends (a) informal resolution or (b) further review by the president. The affirmative action person



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

is not expected to determine the merits of the complaint or to make conclusions with respect to facts in dispute. Where the conduct complained of relates to the president, a copy of the report shall be submitted to the chancellor. After consultation with the president, the affirmative action person may be authorized to attempt to mediate the dispute. The purpose of this mediation is to effect prompt resolution of informal grievances.

4. The disposition of the complaint at the college level shall be determined by the president and communicated in writing to the grievant. Steps (2) through (4) should be completed within fifteen working days, except where informal resolution is implemented. In this case, the president may extend this period for up to an additional fifteen working days. If the process is not completed within thirty working days, the grievant may move the grievance to the level of the chancellor, as provided in paragraph (5).
5. Within fifteen calendar days of receipt, the grievant may appeal the president's response by submitting a written statement of appeal to the chancellor.
6. The appeal shall be reviewed by a designee of the chancellor and two campus affirmative action persons. In the case of appeals made directly to the chancellor (claims regarding single vacancies), he or she shall make or authorize such investigation as is appropriate to the time frame. The responses of the chancellor shall be made in writing to the grievant within thirty working days of the date the grievance is received at his or her level or within seventy-five days of the initiation of the process specified in paragraph (2), whichever is later.

✓ Code of Ethics for Community Colleges

(Rev, 7/95)

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

Community Colleges of Connecticut Ethical Conduct Policy

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

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

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

1. No employee of the community colleges shall, either individually or as a member of a group directly or indirectly, accept or solicit any gift or gratuity from any person or organization which has currently, has had previously, or is expected to have a business relationship with the community-technical college system. Gift or gratuity refers to any object or payment which is not offered to the public at large, including but not limited to luncheon and/or dinner payments, golfing fees and/or fees for other social or athletic events, and bottles of liquor. Gift or gratuity does not include objects of little or no value (such as pencils, ballpoint pens, and similar items used as advertisement giveaways) which are offered to the public at large. Employees



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

should avoid those situations which may result in a conflict of interest or which may give the appearance of a conflict of interest. When in doubt, employees should consult the Chancellor or College President or their respective designees.

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

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

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

No employee shall solicit or canvas within the College or the Chancellor's Office for the sale of any goods, services, or other personal business without the written approval of his/her supervisor. Such soliciting or canvassing, even with permission, shall not involve soliciting from subordinates, nor shall it be done on state time. No employee may post or distribute advertising material for such purpose without the express permission of his/her supervisor.

No employee may use his/her business address, telephone number, title or status in any way to promote, advertise, or solicit personal business.

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

5. No employee shall seek or accept employment with or compensation or other benefit from any consultant, contractor, appraiser or any other organization or individual under contract or agreement with the community colleges. Additionally, no employee shall have, directly or indirectly, a financial interest in any business, firm, or enterprise doing business with the CCs, which could cause a conflict with or influence the performance of the employee's duties. Employees are cautioned that the provisions of the state code of ethics must be strictly adhered to in this area.

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

7. No employee may accept a fee or honorarium for an article, appearance, speech, or participation at an event in his/her official capacity; however, the employee may accept payment or reimbursement for necessary expenses. This payment or reimbursement must be reported to the State Ethics Commission only if it includes lodging and/or out-of state travel. Necessary expenses are limited to lodging for the nights before, of, and after the appearance, speech, or event; meals; and any related conference or seminar registration fees. The paramount consideration is whether the activity in question is performed in an employee's official capacity. As a general rule, if a state employee is asked to participate in an event, speak, appear, or write an article and the employee's official position or authority was a significant factor in the decision to extend the invitation, then it will be deemed to be in his/her official capacity. If, however, the employee has developed an expertise in a particular field and is asked to participate in an event, speak, appear, or write an article as a result of his/her knowledge and expertise, then the employee is not prohibited from accepting a fee or



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

honorarium. Note that these situations are very fact specific, and employees are encouraged to contact the State Ethics Commission, as necessary, for guidance.

8. While relatives of current employees are not prohibited from seeking or accepting employment with the community colleges, no employee shall use his/her position or influence to gain employment for a relative. Further, except in conformity with the requirements of the State Ethics Commission, no relative of an employee of the community colleges shall be eligible for appointment, employment, or promotion to a position over which that individual exercises jurisdiction, and no employee is permitted to supervise, either directly or indirectly within the line of supervision, a relative working in a state position. For the purposes of these provisions, the term "relative" shall mean one of the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, grandparent, grandchild, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. Employees should be aware that their signing of certain documents may result in their being in violation of the State Code of Ethics if such actions result in a financial benefit to a relative as defined above. Examples include all personnel forms (including performance appraisals), vouchers, and other similar documents. When in doubt, employees should consult the College employee relations office for interpretation and appropriate direction. No employee shall show, either through word or action, any preferential attitude or treatment to any person, group, fellow employee, or other entity in the performance of his/her official duties.

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

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

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

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

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

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

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



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

It is important to point out that it is only candidacy for office that is prohibited, not holding office. Thus, if an employee holds elective office when appointed to a covered position, the employee may continue to serve but may not be a candidate for reelection in a partisan election. Likewise, an employee may accept an appointment to fill a vacancy in an elective office while concurrently serving in a covered position. As

specified in provision (a), an employee holding or accepting office as provided above must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the Chancellor's Office.

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

Code of Ethics for Public Officials and State Employees

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

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

Also, please refer to "A Guide to the Code of Ethics for Public Officials and State Employees -- 1998" and "Ethics Code Provisions Applicable to Those Leaving State or Quasi-Public Agency Service" that were reproduced in the President's Weekly Bulletin, dated 5/13/98.



Computer Resources

(These policies are published at <http://www.commmnet.edu/it/policy/> and are included in entirety in this manual for all employees to read and review.)

BOT Information Technology Resources Policy

(Adopted on October 21, 2002, this policy replaced that adopted on July 22, 1985)

The following policy can also be found in Section 2.8.1 in the BOT Policy Manual

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

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



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

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

Any unauthorized or illegitimate use of IT resources may subject the user to disciplinary action, up to and including dismissal or expulsion, as well as loss of computing privileges. Users must comply with all

applicable state and federal laws and may be subject to criminal prosecution for violation thereof under state and federal laws.

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

Acceptable Use Policy

(Issued on December 16, 2002 by Chancellor Herzog)

I. INTRODUCTION: This Policy governs the acceptable use of Connecticut Community Colleges (CCC) Information Technology (IT) resources. These resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

Users of CCC IT resources are responsible for using those resources in accordance with CCC policies and the law. Use of CCC IT resources is a privilege that depends upon appropriate use of those resources. Individuals who violate CCC policy or the law regarding the use of IT resources are subject to loss of access to those resources as well as to CCC disciplinary and/or legal action.

II. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

- Ensure that CCC IT resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC IT resources;
- Ensure that the CCC community is aware that use of CCC IT resources is subject to state and federal laws and the CCC policies; and
- Ensure that IT resources are used in compliance with those laws and the CCC policies.

B. SCOPE

This Policy applies to:

- All IT resources owned or managed by the CCC;
- All IT resources provided by the CCC through contracts and other agreements with the CCC; and
- All users and uses of CCC IT resources.

C. DEFINITIONS

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

Appropriate CCC Authority: Chancellor, College President or designee.

Compelling Circumstances: Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on IT resources, loss of evidence of one or more violations of law or of the CCC policies or liability to the CCC or to members of the CCC community.

IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing related contracts, network



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

D. RESPONSIBILITIES Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

E. VIOLATIONS OF LAW AND POLICY

The CCC considers any violation of acceptable use to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of IT resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

F. NO EXPECTATION OF PRIVACY

There is no expectation of privacy in the use of CCC IT resources. CCC reserves the right to inspect, monitor, and disclose all IT resources including files, data, programs and electronic communications records without the consent of the holder of such records.

III. ACCEPTABLE USE

In making acceptable use of CCC IT resources you must:

- use resources solely for legitimate and authorized administrative and academic purposes.
- protect your User ID and IT resources from unauthorized use. You are responsible for all activities on your User ID or that originate from IT resources under your control.
- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- * use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

In making acceptable use of CCC IT resources you must NOT:

- use CCC IT resources to violate any CCC policy or state or federal law.
- use another person's IT resource, User ID, password, files, or data.
- have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- make or use illegal copies of copyrighted materials or software, store such copies on CCC IT resources, or transmit them over CCC networks.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

- harass or intimidate others or interfere with the ability of others to conduct CCC business.
- directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CCC authority is given.
- use CCC IT resources for personal purpose including but not limited to, monetary gain, commercial or political purposes.
- engage in any other activity that does not comply with the general principles presented above.

IV. ACCESS RESTRICTIONS

Use of CCC IT resources may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:

- when required by and consistent with law;
- when there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- when there are compelling circumstances.

Restriction of use under such conditions is subject to appropriate procedures or approval of appropriate CCC authority.

V. DISCLAIMER

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

VI. NOTICE TO USERS

As laws change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Acceptable Use Policy.



Wireless Network Policy

(Issued on August 14, 2003 by Chancellor Herzog)

I. INTRODUCTION

This Policy governs wireless networks within the [Connecticut Community Colleges](#) (CCC). Wireless networks allow users to access computing facilities and information resources from portable and mobile computers. They also facilitate extending the network to locations which are hard to wire or require temporary network connectivity.

II. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

- Ensure that CCC wireless resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC wireless resources;
- Assign responsibility for the administration of the wireless radio frequency spectrum and the deployment of wireless resources;
- Ensure that the CCC community is aware that use of CCC wireless resources is subject to state and federal laws and the CCC policies; and
- Ensure that wireless resources are used in compliance with those laws and the CCC policies.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

B. SCOPE

This Policy applies to:

- All wireless resources owned or managed by the CCC;
- All wireless resources provided by the CCC through contracts and other agreements with the CCC; and
- All users and uses of CCC wireless resources.

C. DEFINITIONS

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

Access Points (APs): Electronic hardware that serves as a common connection point for devices in a wireless network. An access point acts as a network hub that is used to connect segments of a LAN, using transmit and receive antennas instead of ports for access by multiple users of the wireless network. Access points are shared bandwidth devices and can be connected to the wired network, allowing access to the CCC network backbone.

Compelling Circumstances: Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on CCC resources or services, loss of evidence of one or more violations of law or of CCC policies or liability to CCC or to members of the CCC community.

Coverage: The geographical area where a baseline level of wireless connection service quality is attainable.

Encryption: The process of transforming data to an unintelligible form in such a way that the original data either cannot be obtained (one-way encryption) or cannot be obtained without using the inverse decryption process (two-way encryption).

Interference: The degradation of a wireless communication signal caused by electromagnetic radiation from another source. Interference can slow down or eliminate a wireless transmission depending on the strength of the interfering signal.

Password: A string of characters which serves as authentication of an individual's identity, which may be used to grant, or deny, access to private or shared data.

Rogue AP: An AP this is operating outside normal or desirable controls or a computer configured to run in ad hoc mode.

Wireless Hardware/Software: The electronic equipment and software that is installed in a desktop, laptop, handheld, portable, or other computing device to provide an interface to a wireless network.

Wireless Network: Local area network technology that uses radio frequency spectrum to connect computing devices to CCC wired networks and the Internet.

Wireless Resources: Wireless access points, antennas, cabling, power, and network hardware associated with the deployment of a wireless network and the devices that connect wirelessly to it.

D. RESPONSIBILITIES

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, wireless standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of the CCC wireless network are aware of all IT policies, standards and procedures as appropriate.

E. VIOLATIONS OF LAW AND POLICY

The CCC considers any violation of this Policy and/or law to be a serious offense and reserves the right to copy and examine any files or information resident on CCC wireless resources to ensure compliance.

Violations of this Policy should be reported to the appropriate CCC authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of wireless resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of wireless resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of the law may result in criminal penalties.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

Disciplinary Actions. Violators of this Policy and/or law may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

F. NO EXPECTATION OF PRIVACY

There is no expectation of privacy in the use of CCC wireless resources. CCC reserves the right to inspect, monitor and disclose all wireless resources including files, data, programs and electronic communications records without the consent of the holder of such records.

III. SUITABILITY

Wireless networking is not a strategic replacement for a wired network. In the future, wired technologies are likely to improve significantly faster than those of wireless. A wireless network must be an augmentation of a wired network and is only appropriate for “common or transient areas” where students, staff, and faculty gather. Those areas include, but are not limited to: instructional labs, public areas, and research labs. Due to the limited and shared bandwidth constraint of wireless networks, it is only appropriate for applications that have very low bandwidth requirements such as general email and web browsing. The shared bandwidth constraint also limits the number of users connected to a wireless network at one time.

The FCC does not license use of the frequencies used by wireless devices and therefore other devices that use the same frequencies may disrupt wireless communications. These devices include but are not limited to cordless phones, microwave ovens and personal network devices. Areas with high interference from such devices may not be suitable for wireless networks.

IV. ADMINISTRATION

Wireless Networks must:

- be centrally administered as a component of the local area network (LAN).
- be regularly scanned for rogue APs.
- adhere to health, building, and fire codes.
- comply with all federal and state regulations for wireless communications.
- use supported radio frequency bands.

Access Points must:

- be physically secured from theft, vandalism or access to the data port by locked security boxes.
- be physically located towards the center of the intended coverage area so that radio waves do not radiate beyond the perimeter of the intended coverage area.
- have upgradeable firmware.
- be managed over a hard wired administration port and never over the wireless network.
- have wireless access to the administration port disabled at all times.
- have passwords changed initially and at regular intervals thereafter.
- require authentication before granting access.
- be configured to have encryption enabled; where encryption keys must be changed at regular intervals and must not be posted publicly.

V. ACCESS RESTRICTIONS

Use of the CCC wireless network may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:

- when required by and consistent with law;
- when there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- when there are compelling circumstances.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

VI. DISCLAIMER

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

VII. NOTICE TO USERS

As laws, technology and standards change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of CCC policies.

Password Policy

(Issued on February 9, 2004 by Chancellor Herzog)

I. INTRODUCTION

This Policy governs password creation, usage and protection within the [Connecticut Community Colleges \(CCC\)](#).

User authentication is the means by which an Information Technology (IT) Resource authorizes a user by verifying that the user provided the correct identity. The following factors can be used to authenticate a user. Any of these by themselves or in any combination can be used:

- Something you know – password, Personal Identification Number (PIN)
- Something you have – Smartcard
- Something you are – fingerprint, voice scan etc.

Passwords are the most widely used user authentication factor. They are an important aspect of computer security by providing the front line of protection for user accounts. A weak password may result in the compromise of CCC's entire network. As such, all authorized users of CCC IT Resources are required to take appropriate steps, as outlined below, to select and secure their passwords.

II. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

B. SCOPE

This Policy applies to:

- All individual users (CCC students, faculty, staff, and others affiliated with CCC, including but not limited to those in program or contract relationship with CCC), who use the IT resources provided by CCC.
- All IT resources owned or managed by Connecticut Community Colleges (CCC).

C. DEFINITIONS

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing related contracts, network bandwidth, user IDs, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

Password: A string of characters which serves as authentication of an individual's identity, which may be used to grant, or deny, access to private or shared data.

Password History File: An encrypted file that contains previous passwords used by the User ID.

Password Lifetime: The length of time a password may be used before it must be changed.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

Strong Password: Strong passwords are constructed of a sequence of upper and lowercase letters, numbers, and special characters, depending on the capabilities of the operating system or application. Typically, the longer the password the stronger it is. Passwords must be unique across all IT resources and not easily tied back to the user such as: User ID, given name, social security number, telephone, employee number, phone or office numbers, address, nicknames, family or pet names, birth date, license plate number, etc. **User Account:** The user account is made up of the User ID and password.

User: The individual requesting a user account in order to perform work in support of a CCC program or a project, by accessing the CCC computer network.

User ID: Also referred to as a username. A User ID identifies the user on the system and has an associated password.

D. RESPONSIBILITIES

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of the CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

E. VIOLATION OF POLICY

The CCC considers any violation of this Policy to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this Policy should be reported to the appropriate CCC authority.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

III. PASSWORD CREATION

When composing a password, it must adhere to the following standards:

- Passwords must be a minimum of eight (8) characters.
- Passwords must be complex and difficult to guess. (strong passwords must be used)
- Password must not be reused. (verified against a password history file that is set to the maximum size that the system supports)
- Password must be changed every ninety (90) days. (maximum lifetime)

When using a user account, the following standards must be enforced:

- User accounts must be locked out for a period of time after a maximum of five (5) unsuccessful attempts to gain access to a user account.
- If any part of the logon process (User ID, Password, etc.) is incorrect, the user must not be given specific feedback indicating the source of the problem. Instead, the user must simply be informed that the entire logon process was incorrect.
- Passwords issued by a password administrator must be pre-expired, forcing the user to choose another password before the logon process is completed.

IV. PASSWORD PROTECTION

All passwords shall be treated as sensitive, confidential CCC information and therefore must be protected as such:

- All vendor-supplied default passwords for software, application and devices must be changed before any IT resource is used on the CCC's network.
- Passwords must not be reset by a password administrator without the user first providing definitive evidence substantiating his or her identity.
- Passwords issued by a password administrator must be unique and must be sent via a communications channel other than the channel used to log-in to the system.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

- Passwords must never be shared or revealed to anyone other than the authorized person. Passwords must not be written down on any medium.
- Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, devices without access control, dial-up communications programs, Internet browsers, cookie files or in other locations where unauthorized individuals might discover or use them.
- Users must refuse all offers to place a cookie on their computer so that they can automatically log on the next time they visit the site.
- Passwords must immediately be changed if the user suspects their user ID or password has been disclosed to an unauthorized person or if a system has been compromised or is under the suspicion of having been compromised.

V. DISCLAIMER

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

VI. NOTICE TO USERS

As laws, technology and standards change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of CCC Policies.

Computer Software Management

(Excerpted from the State of Connecticut Property Control Manual, September 2001, Chapter 7, available at the following website address:

[http://www.osc.state.ct.us/manuals/Property Cntl/chapter07.htm](http://www.osc.state.ct.us/manuals/Property%20Cntrl/chapter07.htm))

The Policy

Software is protected by the Copyright Act, U.S. code – Title 17 which gives the owner(s) of the copyright the exclusive rights to reproduce, sell, and distribute the copyrighted work. As a state agency, NCCC must comply.

When the College purchases/licenses software, it must be used in accordance with the terms of the software license. The President is responsible for ensuring that this College is abiding by the terms of all licenses. This is accomplished by alerting everyone to the policy and copyright laws and charging all employees and students with the responsibility to comply. The Director of Information Technology will monitor compliance. The use of state purchased software is restricted to conducting the state's business. Only college purchased software can be installed or used on state-owned or leased hardware. The use of unlicensed software copies (software used in violation of the software license), personally owned software, and unauthorized bulletin board or shareware software is strictly forbidden.

The State of Connecticut will enforce internal controls to prevent the making or using of unauthorized software copies, including measures to verify compliance with these standards and appropriate disciplinary actions for violations of these standards. The College is required to maintain a software inventory. This College will develop and implement a plan to protect its data against infection by computer viruses.

Responsibility

The President, or designee, is responsible for overseeing compliance with federal copyright statues and the Software Management Policy. He will maintain control of software and establish procedures that document purchases of all software. The President, or designee, shall maintain records of all software installations and licenses. The College shall adopt the State of CT Software Code of Ethics. The President shall certify in writing the College's compliance with this policy when requested by the Office of Policy and Management.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

The College must participate in training about this policy. The President, or designee, shall incorporate the state's Software Management Policy into the annual College Technology Plan.

Implementation

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

Computer Software Code of Ethics

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



Electronic Communications – Email and VoiceMail

(These policies are published at <http://www.commmnet.edu/it/policy/> and are included in entirety in this manual for all employees to read and review.)

Electronic Communications Policy

(Issued on December 16, 2002 by Chancellor Herzog)

I. INTRODUCTION

The Connecticut Community Colleges (CCC) encourages the use of electronic communications to share information and knowledge in support of CCC mission and goals. To this end, CCC provides and supports interactive, electronic communications resources and services.

II. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

- Ensure that CCC electronic communications resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC electronic communications resources and services;
- Ensure that the CCC community is aware that use of CCC electronic communications resources is subject to state and federal laws and the CCC policies; and
- Ensure that electronic communications resources are used in compliance with those laws and the CCC policies.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

B. SCOPE

This Policy applies to:

- All electronic communications resources owned or managed by CCC including the content of electronic communications, electronic attachments and transactional information associated with such communications;
- All electronic communications resources provided by CCC through contracts and other agreements with CCC;
- All users and uses of CCC electronic communications resources; and
- All CCC electronic communications records in the possession of CCC employees or other users of electronic communications resources provided by CCC.

C. DEFINITIONS: The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy.

Appropriate CCC Authority: Chancellor, College President or designee.

Compelling Circumstances: Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on electronic communications resources or services, loss of evidence of one or more violations of law or of CCC policies or liability to CCC or to members of the CCC community.

Electronic Communication: Any communication that is broadcast, created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services, including, e.g., e-mail and telephone.

Electronic Communications Records: Electronic transmissions or messages created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services. This definition of electronic communications records applies equally to the contents of such records, attachments to such records, and transactional information associated with such records.

Electronic Communications Resources: Any combination of telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation that supports electronic communications services.

Electronic Communications Services: Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

D. RESPONSIBILITIES

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of CCC electronic communications resources are aware of all Information Technology policies, standards and procedures as appropriate.

E. VIOLATIONS OF LAW AND POLICY

The CCC considers any violation of this electronic communications policy and/or law to be a serious offense and reserves the right to copy and examine any files or information resident on CCC electronic communications resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

Sanctions of Law. Both federal and state law prohibit theft or abuse of electronic communications resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of electronic communications resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of the law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy and/or law may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

III. ALLOWABLE USERS

CCC students, faculty, staff, and others affiliated with CCC (including but not limited to those in program or contract relationships with CCC) may be authorized to use CCC electronic communications resources and services.

IV. ALLOWABLE USES

CCC encourages the use of electronic communications resources for legitimate and authorized academic and administrative purposes and makes them widely available to the CCC community. To insure the reliable operation of these resources, their use is subject to the following:

- Contents of all electronic communications shall conform to laws and CCC policies regarding protection of intellectual property, copyright, patents and trademarks.
- Using electronic communications resources for any purpose restricted or prohibited by laws, regulations, or CCC policies is prohibited.
- Using electronic communications resources for personal purposes, including monetary gain, or for commercial purposes that are not directly related to CCC business or otherwise authorized by appropriate CCC authority is prohibited.
- Usage that directly or indirectly causes strain on the electronic communications resources is prohibited.
- Capturing, opening, intercepting or obtaining access to electronic communications, except as otherwise permitted by the appropriate CCC authority is prohibited.
- Using electronic communications to harass or intimidate others or to interfere with the ability of others to conduct CCC business is prohibited.
- Users of electronic communications resources shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of CCC unless authorized to do so.
- Directly or by implication, employing a false identity (the name or electronic identification of another), except under the following circumstances, is prohibited:

A supervisor may direct an employee to use the supervisor's identity to transact CCC business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity does not constitute a false identity. A user of the CCC electronic communications services may not use a pseudonym (and alternative name or electronic identification for oneself) for privacy or other reasons, unless authorized by an appropriate CCC authority for business reasons.

- Forging e-mail headers or content (i.e., constructing an e-mail so it appears to be from someone else) is prohibited.
- Unauthorized access to electronic communications or breach any security measure is prohibited.
- Interfering with the availability of electronic communications resources is prohibited, including but not limited to the following: (i) sending or forwarding e-mail chain letters or their equivalents in other electronic communications services; (ii) "spamming," i.e., sending electronic junk mail or junk newsgroup postings; (iii) "letter-bombing," i.e., sending an extremely large message or sending multiple messages to one or more recipients to interfere with the recipient's use of electronic communications resources; or (iv) intentionally engaging in other practices such as "denial of service attacks," i.e., flooding the network with traffic.

V. ACCESS RESTRICTIONS

Use of CCC Electronic Communications resources or services may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

- when required by and consistent with law;
- when there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- when there are compelling circumstances.

Restriction of use under such conditions is subject to appropriate procedures or approval of appropriate CCC authority.

VI. NO EXPECTATION OF PRIVACY

No Expectation of Privacy. Electronic communications are not personal or private. Therefore, users should have no expectation of privacy in the use of CCC electronic communications resources. CCC reserves the right to inspect, monitor, and disclose all electronic communications records without the consent of the holder of such records.

Authorized Inspection. During the performance of their duties, electronic communications support personnel periodically need to monitor transmissions or observe certain transactional information to ensure the proper functioning and security of CCC electronic communications resources and services. On these occasions, such personnel may see the contents of electronic communications. Except as provided in the Policy or allowed by law, electronic communications support personnel are not permitted to seek out the contents of electronic communications or of transactional information where not germane to the foregoing purposes or to disclose or otherwise use what they have seen.

VII. ADMINISTRATION

Electronic communications support personnel are required to follow CCC standards and procedures when implementing and managing CCC electronic communications resources or services.

A. SECURITY

CCC attempts to provide secure and reliable electronic communications services. Managers of electronic communications resources are expected to follow sound professional practices in providing for the security of electronic communications records, data, application programs and systems under their jurisdiction based on existing policies, procedures and guidelines. However, users should be aware that electronic communications systems may not be totally secure.

B. RETENTION AND ARCHIVING

Electronic communications records are subject to laws, regulations and CCC records management and archiving policies in administering the retention, disposition, disclosure and storage of all records. CCC does not maintain central or distributed electronic archives of all electronic communications sent or received. Electronic communications are normally backed up, if at all, only to assure system integrity and reliability, not to provide for future retrieval, although back-ups may at times serve the latter purpose incidentally. Managers of electronic communications services are not required by this Policy to routinely retrieve electronic communications from such back-up facilities for individuals. Employees who have obligations to retain records in accordance with retention schedules promulgated by the State should know that electronic records are subject to the same rules as paper records. See, "Electronic & Voice Mail Management and Retention Guide for State and Municipal Government Agencies" for more information.

VIII. DISCLAIMER

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

IX. NOTICE TO USERS

As laws change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Electronic Communications Policy.



Copyright Act & Photocopying Policy

(The following copyright information is excerpted from a model policy from the American Library Association's The Whole Library Handbook compiled by George M. Eberhart; American Library Association: Chicago and London, 1991 pp. 412-418. Permission was granted by the American Library Association to reproduce the excerpted material)

From time to time, the faculty and staff of this Community College may use photocopied materials to supplement research and teaching. In many cases, photocopying can facilitate the Community College's mission; that is, the development and transmission of information. However, the photocopying of copyrighted materials is a right granted under the copyright law's doctrine of "fair use" which must not be abused. This report will explain the Community College's policy concerning the photocopying of copyrighted materials by faculty and library staff. Please note that this policy does not address other library photocopying that may be permitted under other sections of the copyright law, e.g., 17 U.S.C., Sec. 108.

Copyright is a constitutionally conceived property right that is designed to promote the progress of science and the useful arts by securing for an author the benefits of his or her original work of authorship for a limited time. U.S. Constitution, Art. I, Sec. 8. The Copyright statute, 17 U.S.C. Sec. 101 et seq., implements this policy by balancing the author's interest against the public interest in the dissemination of information affecting areas of universal concern, such as art, science, history, and business. The grand design of this delicate balance is to foster the creation and dissemination of intellectual works for the general public.

The Copyright Act defines the rights of a copyright holder and how they may be enforced against an infringer. Included within the Copyright Act is the "fair use" doctrine that allows, under certain conditions, the copying of copyrighted material. While the Act lists general factors under the heading of "fair use," it provides little in the way of specific directions for what constitutes fair use.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



Crime Awareness & Campus Security Act

The following statements are required to be distributed to all students and employees by provisions of the Crime Awareness and Campus Security Act of 1990 and the Connecticut Campus Safety Act.

- A. It is the Policy of Northwestern Connecticut Community College that incidents of criminal action or other emergencies occurring on campus be reported to one of the following offices:

The Office of the Dean of Administration (860) 738-6409
The Office of the Director of Human Resources (860) 738-6325
The Office of the Dean of Academic and Student Affairs (860) 738-6320
The Office of the President (860) 738-6410
Campus Security (860) 309-1914

The College will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and guests. In the case of allegations of serious criminal acts, the College will seek the assistance of police authorities. Serious criminal acts include but are not limited to murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary, and motor vehicle theft.

- B. In the event that a situation arises, either on or off campus, that is judged by the Dean of Administration to constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. This warning will be issued through the College e-mail, bulletin boards, message boards and, if appropriate, the campus’ student newspaper. Anyone with information warranting a timely warning should report the circumstances to the Dean of Administration by telephone 738 6409 or in person at Founders Hall room 105.
- C. Northwestern is committed to free access to campus facilities by students and staff consistent with personal safety and preservation of personal property. During non business hours, access to all College facilities is by key, if issued, or by admittance via the maintenance department.
- D. The College campus security is provided by Securitas Security Services, Inc. The College’s security staff does not have arrest authority. All incidents of a criminal nature will be investigated by the College administration and, in appropriate cases, reported to local or state police authorities for disposition.
- E. The College campus security procedures and practices can be found in Northwestern Connecticut Community College’s Emergency Guidelines. Students and employees are encouraged to report situations and conditions which may compromise security and to be conscious of the need for mutual vigilance. The Campus Crime and Security Surveys are on file in the office of the Dean of Administration.
- F. The College has no formal programs regarding crime prevention.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

- G. During the most recent calendar year and during the preceding three calendar years, there were no incidents on campus reported to College authorities or local police agencies of the following criminal offenses: murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary, or motor vehicle theft.
- H. There are no recognized off-campus student organizations; therefore there is no policy for monitoring criminal activity at off-campus organizations.
- I. There were no arrests on campus for crimes related to liquor law violations, drug abuse violations and weapons law violations.
- J. Alcoholic beverages may not be consumed on College premises except by those over 21 years of age at approved College social functions. Such functions are held in compliance with State law and Board of Trustees Policy.
- K. No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the College campus or off the College campus at a College sponsored activity, function, or event. The College is committed to the enforcement of Federal and State drug laws.
- L. The College's Health and Safety Committee offers programs addressing the prevention of alcohol and drug abuse are offered at various times during the academic year.
- M. The Center for Student Development offers workshops on sexual harassment, date rape and healthy relationships. The Office of Continuing Education periodically offers courses in self-defense.
- N. If a rape or other sex offense occurs on campus, the crime victim should immediately contact local police authorities, preserve evidence of the criminal offense, which in the case of rape would include seeking immediate medical attention before bathing, and report the crime to a College official listing in paragraph A.
- The victim should report the crime to local police authorities; College personnel will assist the victim in making the report to police if the student so requests.
 - Victims of sex offenses may seek counseling from the Susan B. Anthony Project in Torrington at 1-860-482-7133.
 - The College will take reasonable action to change a victim's academic situation and to assist in changing a victim's living situation if requested by the victim.
 - The College will take disciplinary action against perpetrators upon written complaint by a victim of a sex offense. Such action is provided by Board of Trustees Policy on Student Discipline. Both the accuser and the accused have the right to have others present during the disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Disciplinary sanctions may include suspension or expulsion from College.
- O. Information on registered sex offenders can be found by going to www.ct-gov.org and search registered offenders.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



Drug-Free Workplace Policy

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

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

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

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

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

Employee Requirements: Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination. "Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency's human resources director (or other official serving in that role for the agency) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

“Workplace” includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

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

✓ Essential Employees

Employees designated as “Essential Employees” in the event of inclement weather are expected to report to work unless the Governor has closed the State, or unless specifically instructed by your supervisor not to report to work.

Essential employees may be required to report to work prior to the start of their normal shift, and are expected to report for duty if called in. If a storm starts during the regularly scheduled shift, essential employees are expected to continue to work beyond the end of the regular shift if needed, as determined by the supervisor. Essential employees who are off duty and observe worsening weather conditions are expected to call their supervisor for instructions about reporting to work.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



✓ *Equal Opportunity Policy Statement*

(Excerpted from the Board of Trustees' Policy 2.1.2, Adopted October 10, 1975; amended May 17, 1982, July 19, 1982, April 15, 1985, November 17, 1986, February 26, 1990 and March 22, 1993; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

This statement establishes a policy framework for the implementation of equal opportunity and affirmative action principles within the Community College system. The purpose is to set forth an appropriate and consistent standard for each college and the system office. The statement constitutes the policy statement required by section 46a-68-63 of the regulations of Connecticut state agencies.

The Chancellor is authorized to promulgate a supplement to this statement in order to achieve compliance with paragraphs 3 and 8 of the subject regulation, which supplement shall be an integral part of this policy statement. The chancellor is further authorized to establish system-wide standards for the implementation of affirmative action and equal opportunity consistent with the requirements of applicable law, regulation, and executive orders.

The Role & Purpose of Affirmative Action: The Board of Trustees recognizes that historically certain groups have been excluded from full participation in educational and employment opportunities and that if they are to overcome the present effects of this past exclusion affirmative steps beyond simple neutrality are required. Without such affirmative action, society runs the risk of the perpetuation of the status quo ante.

Affirmative action in employment involves taking additional steps to recruit, employ, and promote members of protected groups. More particularly, the board endorses and expects full compliance with the requirements of law, including but not limited to positive action designed to identify and remove practices, policies, or other job related requirements which act as barriers to equal employment opportunity for women, blacks, Hispanics, and other protected groups found to be underutilized in the work force or affected by policies or practices having an adverse impact.

Similarly, the board endorses and expects that there will be efforts made to reach out to groups within our society which have historically been excluded from or are disproportionately represented in postsecondary education. The mission of the Community Colleges is particularly well suited to include and provide an environment of success for members of such historically underrepresented groups.

Need for Immediate Action: Both the executive and legislative branches of government have identified the need for positive and effective affirmative action in employment and services



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

offered to the public through the agencies of the state of Connecticut. The board recognizes, adopts, and pledges its support for such affirmative action as a necessary and immediate objective for all the Community Colleges and the system office of the Board of Trustees.

In considering the need for affirmative action, it is useful to distinguish between affirmative action and equal employment opportunity. The latter implies an absence of discrimination. In contrast, affirmative action recognizes that a simple stance of neutrality is not sufficient to surmount existing patterns of underrepresentation and underutilization both in employment and education.

While it is understood that affirmative action relates to societal groups based on such characteristics as race and sex, the Board of Trustees also recognizes the special problems of the aged and people with disabilities as requiring particular attention and sensitivity in the implementation of equal opportunity and affirmative action. To this end, each college and the system office shall identify problem areas, if any, and where appropriate establish program goals to achieve full and fair utilization of such individuals in the workplace.

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

Affirmative Action in Employment: The employment process consists of recruitment, selection, placement, promotion, transfer, tenure consideration, salary and fringe benefit determination, separation and termination, and job training. The role of affirmative action is to provide an environment for the application of equal opportunity principles and to monitor the employment process to prevent instances of illegal discrimination from arising or existing.

The affirmative action influence on the employment process seeks to assure that

1. recruitment and hiring of protected group members reflect their availability in the job market;
2. selection, tenure, placement, and related activities are based upon job-related factors, and criteria and practices which have an illegal discriminatory impact have been identified and eliminated;



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

3. salary and fringe benefits, including opportunities for training and education, are administered in an equitable manner;
4. transfer, reassignment, separation, and termination decisions are nondiscriminatory and do not result in an illegal adverse impact upon members of protected groups, and, where there is a negative impact upon protected groups, alternative approaches to separation and termination are explored

✓ Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College

official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the policy of the Board of Trustees.

4. **The right to refuse to permit the College to release directory information** about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing at Park Place East, Winsted, CT 06098. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605**

Directory Information: The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.



✓ Freedom of Information Act

The Freedom of Information Act is a State law that requires public agencies to permit members of the public access to public meetings and to public records. This FOIA Fact Sheet will provide you with a brief



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

overview of the requirements of FOIA. If you have questions about the material contained here, please contact Fran Almeida Pistilli, Director of Human Resources and NCCC FOI designee.

Any request you receive for written copies of information covered by the Freedom of Information Act MUST be forwarded to the Human Resources Office immediately. FOIA requires a response to a written request for public records within 4 business days.

Members of the public may inspect public records during regular office hours. If a member of the public asks to inspect a public record,

You may not:

- ✓ Require the asker to state his/her name
- ✓ Require the asker to state his purpose
- ✓ Require the asker to put the request in writing

You may:

- ✓ Sit with the person while they inspect the record
- ✓ Refuse to permit the person to remove the record from the premises
- ✓ Refuse to permit the person to make copies on your photocopy machine (however, you must make copies if requested, though not necessarily while the person waits)

You should:

- ✓ Recognize that as employees of a public agency, we work for the public. Members of the public are entitled to courteous and prompt service.

If someone walks into your office and requests information under the Freedom of Information Act and you are unsure or uncomfortable providing the requested information you may direct the person to the Human Resources Office.

WHAT RECORDS MUST BE DISCLOSED? Most records and files of state agencies must be made available to the public for inspection or copying. This includes information received, created or maintained by the agency, whether typed, handwritten, tape recorded, printed, photographed or computer-stored. The law does not require the agency to create documents that do not exist but only to make existing information that is stored in any of these forms available upon request. **The law does not require public agencies to answer questions**, e.g., “how much money does your President make,” **but it does require the agency to produce requested information that exists in any recorded form**, e.g., “I would like a list of college employee salaries.”

The following are examples of public records that must be disclosed:

- ✓ Schedules and minutes of public meetings
- ✓ Information about college employees, wherever it is stored, including:
 - Applications for employment (you may redact social security numbers)
 - Notices of appointment
 - Salaries
 - Attendance records

 - Home address and phone numbers, unless employee has taken ‘significant measures’ to keep private (this requires discussion)
 - College transcripts (you may redact social security numbers)
- ✓ Contracts with vendors, business entities, other government agencies
- ✓ Grant documents



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

- ✓ Lease or license agreements
- ✓ Policies and procedures

SOME RECORDS ARE EXEMPT FROM DISCLOSURE BY LAW AND MAY NOT BE AVAILABLE TO THE PUBLIC: The following are examples of public records that may not need to be disclosed:

- ✓ Contents of employee personnel, medical or similar files, for example:
 - Evaluations
 - Disciplinary records
 - Leave agreements
 - Medical certificates
 - Reports of investigations
- ✓ Preliminary drafts of or notes for a report
- ✓ Records of personnel search committees if they would identify executive level employment candidates
- ✓ Law enforcement records
- ✓ Records relating to strategy for collective bargaining, including grievance settlement discussions
- ✓ Records relating to pending claims and litigation
- ✓ Real estate appraisals/construction contracts prior to acquisition of the property
- ✓ Tax returns
- ✓ Communications privileged by the attorney-client relationship
- ✓ Information obtained by illegal means
- ✓ Investigation records of reported misconduct in state government and names of state employees who report such misconduct to the state Attorney General or Auditors
- ✓ Records whose disclosure may result in a safety risk
- ✓ Records whose disclosure would compromise the security or integrity of an information technology system

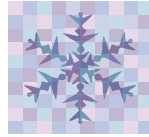
SOME RECORDS ARE EXCEPTIONS TO THE FREEDOM OF INFORMATION LAW AND MAY NOT BE GIVEN TO THE PUBLIC:

Examples of records that fall into this category are:

- ✓ Student records, unless the student has consented in writing to the disclosure or the information is classified as “directory information” under Board policy and the student has not notified the college in writing of his/her desire to have his/her directory information kept private
- ✓ Social security numbers of employees and students
- ✓ Banner identification numbers
- ✓ Medical information maintained in separate files relating to the disabilities of persons protected by the ADA or state disabilities law
- ✓ Home addresses and phone numbers of employees who have taken significant measures to keep this information private
- ✓ Evaluations and evaluative material concerning professional staff members, unless the staff member has consented in writing to the particular disclosure.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



✓ *Inclement Weather Policy*

Preamble: This policy is written to provide consistent administration of class cancellation, delayed openings, early release of employees and college closings resulting from extreme adverse weather conditions or other emergency situations. The policy applies to classified and unclassified employees, and is intended to balance the interests of providing services to our students and the citizens of Connecticut, with the safety of our faculty, staff, students and facilities. The underlying premise is that colleges will be open in the morning as soon as conditions permit, will remain open for as long as conditions permit, and will close only when emergency conditions related to extreme adverse weather conditions or conditions related to individual facility emergencies dictate that we close.

Governor's Authority: When the Governor asks that "non-essential" state employees not report to work due to extreme adverse weather or other emergency condition, community college facilities will be closed. When the Governor asks that "non-essential" state employees delay their arrival at work until after the usual opening time for their agency due to extreme adverse weather or other emergency condition, community college facilities will also have delayed openings. When the Governor orders an early release of "non-essential" state employees, community college employees will also be released early. In the case of delayed openings and early dismissal, **employees in critical service areas** may be expected to report to work as scheduled, or remain after other employees are dismissed, in order to secure the facility and remove snow and ice.

President's Authority: In the absence of a directive from the Governor, presidents may close the college for a full day or a portion thereof. Partial day closing of the college will be referred to as a delayed opening or an early closing.

College Closing: When the president directs that the college will be closed, employees are not expected to report to work, except that the president may **require the attendance of employees in critical service positions** such as maintenance and security and their supervisors. Employees who are not expected to report to work **need not charge the time off to accrued leave balances**. If the president authorizes cancellation of classes and scheduled educational activities for an entire day, the college will be closed.

Delayed Openings: Delayed openings are similar to college closings in that, with the exception of employees in critical service positions and their supervisors who may be required to report, **staff members are not expected to report to work until the specified opening time and need not charge the time off to accrued leave balances**. Employees who do not report to work by the specified opening time who are covered by a collective bargaining agreement that excuses late arrivals under specified conditions are entitled to the benefit of such provision. However, provisions for late arrival are to be measured from the beginning of the employee's shift.

Early Release: If the president directs an early release, the president shall indicate the time when the college will be closed for the day. Employees who are at work and who leave when the college closes need not charge the time remaining in their shift to an accrued leave balance. Employees whose scheduled work shifts have not begun when the president announces early release need not report to work; however, any time



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

between the scheduled commencement of a shift and the time of college closing shall be charged to an accrued leave balance. Employees whose work shifts would not begin before the time of college closing need not charge the time to an accrued leave balance. Employees in critical service positions (e.g., snow and ice removal, facility security) and their supervisors may not be subject to the early release provisions of this policy.

**** If an employee is on a scheduled day off due to sick, personal, vacation leave or leave of absence without salary on a day where the Governor or college president orders a delayed opening, early release or closure of state agencies, the employee is required to charge the time to leave accruals, as appropriate.**

Recording of Absences: In general, employees who are not able to report to work due to adverse weather conditions when the college is **open** must account for the day or portion thereof through use of appropriate accruals.

- When the Governor or a college president authorizes college/agency closing, delayed opening or early release, absences are recorded on timesheets using the Time Reporting Code “**LWWTR**”.
- Two other time reporting codes are used for non-weather related absences authorized by the Governor or the president. The code “**LWGOV**” is used when the Governor expressly authorizes time off for exceptional circumstances, e.g., to honor the passing of former President Ronald Reagan. The code “**LOPD**” is used for absences where non-weather related emergencies require the closing of a facility, e.g., power outage
- In general, if an employee is on a scheduled day off due to sick, personal or vacation leave or leave of absence without salary on a day where the Governor or college president orders agency/college closure, late opening or early release, the employee is required to charge the time to sick, vacation or personal leave, as appropriate.
- The determination whether an employee is required to charge a late arrival to accrued leave time should be made with reference to the employee’s normal start time (i.e., the beginning of the employee’s shift) and not from the delayed opening time.
- When the college is closed, opening is delayed or early release is ordered, **part-time hourly employees are not paid for hours not worked, unless the absence can be covered with accrued leave.** Recognizing that certain groups of part-time employees are not eligible for vacation or personal leave, part-time hourly employees should be permitted to make-up missed hours whenever possible, subject to the operating needs of the college.

Information on weather closings and the like will be broadcast to employees on the following radio and television stations: WTIC (AM & FM), WRCH (FM), WZMX (FM), WDRC(AM/FM), WSNG(AM), WWCO(AM), WMMW(AM), WKZE(Sharon), WZBG(FM), WATR, WVIT(Channel 30), WFSB (Channel 3), WTNH (Channel 8). Public service announcements in the media utilize codes that primarily affect public schools (elementary, high schools) and as such may not correspond to the College's operational hours.

- The college's snow line will also carry related storm closing information (860-738-6464).
- College closings and delays will also be posted on the college website at www.nwcc.commnet.edu.
- If you have enrolled in myCommnet Alert, you will also receive text notifications of college closings. (Text message costs will follow your calling plan’s terms for text messages)



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



Jury Duty

Upon receipt of a notice to report for jury duty, employees shall inform the Human Resources Office immediately and forward a copy of the court notification to HR. Any full-time employee required to attend court for jury duty or as a witness will be paid at full pay for the day(s). The full-time employee must provide a statement from the court clerk verifying the number of days on duty and the rate of pay the court pays the juror for each day. If a check is received for jury duty from the court, other than travel reimbursement, the check must be forwarded to the NCCC Human Resources Office immediately.

Employees called to jury duty must submit the court notification to the Human Resources Office and will retain all rights and privileges as College employees while on such duty. (See respective Collective Bargaining Agreements.)



Non-Discrimination Policy

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

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

Any person having inquiries concerning Northwestern Connecticut Community College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Ruth Gonzalez, Director of Student Development, Green Woods Hall, (860) 738-6315, who has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504 for its students. Fran Almeida Pistilli, the College's Affirmative Action Officer, English House, (860) 738-6325, has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504 for its faculty and staff.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



Persons With Disabilities

(Excerpted from the Board of trustees' Policy, 2.1.6, adopted November 20, 1989)

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

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

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

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

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

✓ ***Policy on Aids and Other Communicable Diseases***

(Excerpted from the Board of Trustees' Policy, 2.10, adopted February 21, 1989)

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

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

2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.

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

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

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

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

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

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

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

All Community College employees are further subject to the June 3, 1988 "AIDS Policy for State Personnel" and the January 1987 "AIDS Guidelines for State Personnel."



✓ Policy Against Sexual Harassment

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



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

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

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

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

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

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What To Do If You Are The Victim of Sexual Harassment: When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

- * Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College Affirmative Action Officer, or another College official who has been designated by the President as a recipient of such complaints.
- * Students may report incidents of sexual harassment to the Dean of Students or to such other College official as the President may have designated. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

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

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

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

- * For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days if efforts at informal resolution have been made.
- * For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

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

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.

In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106 and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114, within 180 days of the date when the harassment occurred.

A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil Rights, U.S. Department of Education (Region 1), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

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

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



Policy on Racism & Acts of Intolerance

(Excerpted from the Board of Trustees' Policy, Section 2.1.5. Adopted February 26, 1990)

The community colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth.

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

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



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

✓

Policy on Violence Prevention & Response

(Excerpted from the Board of Trustees' Policy, Section 2.13, Adopted December 20, 1999)

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

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

- Intimidating, harassing or threatening behaviors
- Physical abuse, including hitting, slapping, poking, kicking punching, grabbing, etc.
- Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.
- Vandalism
- Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized
- Using such weapons

- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm

Reporting Threats or Violent Act

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources office.

Supervisors and managers who receive such reports shall seek advice from the Human Resources office regarding investigating the incident and initiating appropriate action. **Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety/Security Department.**

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



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES

Enforcement of this Policy

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

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

Threat Assessment Team

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

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

- **Identifying the potential for violence.** This involves analyzing trends in incidents relating to particular units, jobs, activities, time of day and so forth.
- **Prevention.** This includes recommending procedures to prevent violence, such as conducting violence prevention and response training for employees and students, establishing mechanisms for employees, students and others to discuss their concerns about violence, conducting inspections of college premises, evaluating working environments of employees and students to ascertain any unusual risks, conducting employee/student surveys, recommending changes in physical plant, equipment and practices to enhance campus safety.
- **Responding to individual acts of violence.** Incidents reported to the Human Resources office and/or the Public Safety department should be shared with the Threat Assessment Team which may advise and assist in the investigation if appropriate. The Team may also assist in the management of threats or incidents of violence by planning a response to mitigate further damage, coordinating responses with local law enforcement and the community and managing media inquiries.

Publication of Policy on Violence Prevention and Response

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



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



Records Retentions & Management

Records Management is the systematic control of all organizational records during the various stages of their life cycle: from their creation or receipt, through their processing, distribution, maintenance and use, to their ultimate disposition.

A Public Record is any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photostatted, photographed, or recorded by any other means. [CGS §1-200(5)]

A Records Retention Schedule is a comprehensive list of record series which indicates the length of time each series is to be retained until it is reviewed for destruction or archival retention. The components of a Records Management Program are (1) Records Inventory (2) Records Retention Schedule (3) Approvals (4) Compliance.

CRIMINAL INTENT : CGS §1-240 Sec. 1-240. (Formerly Sec. 1-21k). Penalties. (a) Any person who willfully, knowingly and with intent to do so, destroys, mutilates or otherwise disposes of any public record without the approval required under section 1-18 or unless pursuant to chapter 47 or 871, or who alters any public record, shall be guilty of a class A misdemeanor and each such occurrence shall constitute a separate offense.

(b) Any member of any public agency who fails to comply with an order of the Freedom of Information Commission shall be guilty of a class B misdemeanor and each occurrence of failure to comply with such order shall constitute a separate offense.

CGS § 53-153 Sec. 53-153. Unlawful removal or alteration of records. Counterfeiting seals. Any person who, willfully and corruptly, takes away, alters, mutilates or destroys any book, record, document, archive or other property in the possession or custody or under the control of any institution, board, commission, department or officer of the state or any county or municipality or court, or who counterfeits the seal of this state or the seal of any court or public office entitled to have and use a seal, and makes use of the same, or, with evil intent, affixes any of the said true seals to any document, or who has in his possession any such counterfeited seal, and willfully conceals the same, knowing it to be falsely made and counterfeited, shall be imprisoned not more than ten years.

The Records Management Liaison Officer (RMLO) is responsible for: Creating guidelines for maintaining and using agency guidelines; Inventory or supervise an agency records inventory; Prepare agency records retention schedules to be submitted to the Office of the Public Records Administrator; Review Agency disposal authorizations and obtain approval to dispose of records; Transfer records to the State Records Center; Coordinate the implementation of records technology to ensure compliance with guidelines and regulations established by the Connecticut State Library; Maintain a control file of records retention schedules, disposal authorizations, and record transfers; Disseminate records management information to agency personnel; Appoint Assistant RMLOs as necessary.

Questions regarding this policy should be directed to the Campus RMLO.



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGE POLICIES



Standards of Conduct

Northwestern Connecticut Community College prides itself on being a community of responsible citizens. To this end, it is expected that members of the community will abide by NCCC's policies and local laws.

We recognize that despite these laws, expectations and standards, some people will illegally consume or possess alcohol or other drugs, and some will have medical, legal, and/or interpersonal problems as a result of their use. Moreover, even those of legal age may misuse alcohol and in so doing come in conflict with standards of community conduct.

STANDARDS OF CONDUCT

The College prohibits the underage and unlawful possession, use, or distribution of illicit drugs and alcohol by students or by employees on College property. The College will impose disciplinary sanctions on students and employees who violate the standards. Disciplinary sanctions that may be imposed on students include warning, disciplinary probation, community service hours, suspension, and dismissal. Whenever the College determines that a student has violated one of the standards, it will consider as a possible sanction referral of the matter to law enforcement officials for prosecution.

Although sanctions will vary according to the specific circumstances of the case, and greater or lesser sanctions imposed depending on these circumstances, it is nonetheless important for students to understand the potential consequences of violating the College's policies on drugs and alcohol.

This document is a summary of the College policy on alcohol and other drugs. The full documents can be found on the College's website www.nwcc.commnet.edu under the link: About NCCC/Employment Opportunities at NCCC, which includes the College regulations and many relevant laws, information regarding substance-free events, resources for those who have or are concerned about problems related to alcohol or drug use, and clarification about potential outcomes if found in violation of the College's policy.