

# Welcome to Northeast State!

## New Employee Orientation



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## Human Resources

- Sarai Forti, HR Administrative Assistant
- Melissa Brickey, HR Benefits & Records Partner
- Emma McMullen, HR Talent & Development Partner
- Etta Haselden, Asst. Director of Human Resources
- Megan Jones, Director of Human Resources
  
- Contact us at [hroffice@NortheastState.edu](mailto:hroffice@NortheastState.edu)



# Policies and Procedures Manual

- The [Policies and Procedures Manual](#) is available online. Information regarding personnel, business, and academic processes and procedures can be found in this manual.
- Additional information regarding many of the topics discussed today are covered in-depth in the manual.



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# Non-Discrimination/Harassment

Northeast State Community College does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

Please view Northeast State Community College's [policy on nondiscrimination](#) for more information.

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# Non-Discrimination/Harassment

Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at Northeast State Community College or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated Equal Employment Opportunity/Affirmative Action, Student Affairs, Title VI or Title IX Officer.

The Northeast State Community College Affirmative Action Officer is:

**Linda W. Calvert, VP for Inclusive Excellence & Sponsored Programs**

[AffAct@NortheastState.edu](mailto:AffAct@NortheastState.edu)

P.O. Box 246, Blountville, TN 37617-0246

423.323.0222

[Online Discrimination/Harassment Complaint Form](#)

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# General Information

- Job Description
- Six-month Probationary Period
- Annual Performance Evaluations
- Working Hours
- Compensatory Time (applies to non-exempt staff only)
- Leave Reports/Payroll
- Pay Periods



## Leave Information

- Leave Requests must be approved in advance of taking leave or ASAP upon return.
- Log into Banner Self Service to check leave balances.
- Leave taken is one month in arrears so the balance may not reflect some leave taken.



## Leave Types

- Annual
  - Sick
  - Bereavement
  - Civil
  - Military
  - Leave of Absence
  - FMLA
  - Parental
  - Voting
- Review each policy for additional information.



# Paid Holidays & Admin Closings

## Holidays (7)

1. New Years Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

## Admin Closing Days (6)

1. Good Friday
2. Friday after Thanksgiving
3. Four days during December closing

Approved holiday schedules can be found on the Human Resources webpage under Holiday Schedule.



## Inclement Weather

- If the college is closed or on an alternate schedule due to inclement weather, announcements are made on the local TV and radio stations.
- Information is also posted on the web site and available through text message via [NeSCC Alert \(Rave\)](#).
- Any days declared by the President as emergency closing day; employees normally scheduled to work will have time off with pay.



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## Crime Statistics Report

Northeast State Community College's Campus Police publishes the [Annual Security Report](#) and crime statistics in accordance with the Tennessee's College and University Security Information Act of 1989 and the federal Student Right to Know & Campus Security Act of 1990, amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act in 1998.

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# Firearms and Other Weapons

- [NeSCC Policy 07:01:00](#); [TBR Policy 7:01:00:00](#)
- Effective July 1, 2016, Tennessee Code Annotated (TCA) 39-17-1309 was amended to allow full-time employees of public institutions of higher education to carry concealed handguns if they have a valid handgun carry permit or a handgun carry permit issued by another state that has been given reciprocity under TCA 39-17-1351; are not enrolled as a student; and have provided written notification to the proper law enforcement agency (Northeast State employees should contact the Chief of Police).
- This law has a number of requirements that employees should understand when making the decision whether to carry on campus or not. Violations of the law subject employees to disciplinary action up to termination of employment and having a possible felony conviction on their record.



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# Employee Safety

- [Employee Safety Handbook](#)
- [Emergency Procedures](#)
- [NeSCC Alert \(Rave\)](#)
- Campus Police 423.677.7927
- Training provided annually in the fall

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## Work-Related Accidents/Injuries

- Contact Northeast State Police
- Notify your immediate supervisor and HR as soon as possible to file a “First Report of Injury” with CorVel.
- Report all injuries, even if you don’t plan to seek medical treatment.
- CorVel is the State of Tennessee Workers’ Compensation Program.
- Workplace Injury Call Center: 1-866-245-8588



# Drug-Free Campus/Workplace

- [Drug-Free Campus/Workplace Policy 05:04:02](#)
- Statement in all employment contracts: By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
- EAP Services: 1.855.Here4TN or [www.Here4TN.com](http://www.Here4TN.com)



# Conflicts of Interest

- Employees should carefully review the College's policy on [Conflicts of Interest](#).
- If you believe that a conflict of interest may exist either personally or with respect to another person covered by this policy, you are required to make a written disclosure of the facts and circumstances surrounding the situation. The disclosure may be submitted to your supervising vice president, Human Resources, or the president.
- Failure to observe restrictions imposed as a result of review of a conflict of interest disclosure or a knowing failure to disclose a conflict of interest may result in disciplinary proceedings under TBR and institutional policy.





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## Personnel Records

Under the provisions of T.C.A. §10-7-503, personnel records are considered public records and may be inspected, extracted, or copied by any citizen of Tennessee during normal business hours, in accordance with reasonable rules of the office having custody of such records.

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## Personnel Records

However, T.C.A §10-7-504(f)(1) treats as confidential the following information:

- Home telephone and personal cell phone numbers
- Bank account information
- Social security number
- Driver license information except where driving or operating a vehicle is part of the employee's job description or job duties or incidental to the performance of his/her job
- Residential information, including the street address, city, state, and zip code for any state employee and the same information of immediate family members or household members
- Evaluations



## FERPA Facts

- Student education records are official and confidential documents protected by one the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA).
- You may not disclose personally identifiable information about students or permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the Act.
- For more information on FERPA, contact the College's Registrar.



# Preventing Fraud, Waste & Abuse

State law requires that we provide a means by which students, employees and others may report suspected or known fraud, waste or abuse. Incidents should be reported to one of the following officials or offices:

- A supervisor or department head;
- an institutional official;
- the institutional internal auditor;
- the Office of System-wide Internal Audit at 615-366-4441 or [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu); or
- The Tennessee Comptroller of the Treasury's Hotline for fraud, waste and abuse at **1-800-232-5454**.



## Outside Employment

- Employees are required to notify supervision of any outside employment.
- The [Outside Employment Notification Form](#) is available in Human Resources or on the Forms on Polaris drive.



## Longevity

- The State of Tennessee adopted a longevity pay plan to reward State employees for extended service to the State.
- Upon completion of 36 months of service, all regular full-time employees are eligible for longevity payments equaling \$100 for each year of service up to a maximum of \$3,000 for 30 years of service.



## Educational Assistance

- [Fee Waiver](#) – One class per semester at a Tennessee state institution.
- [Spouse/Dependent Fee Discount Program](#) – Provides a 50% discount for spouses and dependent children who attend state institutions.
- Additional information is available in the policy manual. All programs require prior approval and forms are available by contacting Human Resources to be sent for digital signature.



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# Employee Discounts

- State ID card may be required.
- Visit the [Employee Benefits page](#) on our website to see the Employee Discounts available.

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# Welcome to Northeast State!

Please contact the HR Department  
with any questions.

Welcome to the Northeast State  
team! You belong here!



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