

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

Section: BOT 300 – Human  
Resources

312.3 The Board of Trustees reserves to itself the authority to adopt and amend any employment policies applicable to the Chancellor, Vice-Chancellor, Presidents, and designated senior administrators and/or applicable to administration and operations of the Community College System.

313 Content of Community College System Employment Policies

The Chancellor, in consultation with the CCS Leadership Team, shall adopt Community College System employment policies as are necessary to meet the requirements of this policy and to provide a well-coordinated system of public community college education and to carry out the purpose for which the Community College System of New Hampshire has been created. Community College System employment policies shall establish an environment that ensures compliance with all applicable federal and state laws, provides a safe and healthy work environment, and promotes the effective and efficient utilization of CCSNH human resources. At a minimum those policies shall include the following topics: recruitment, selection, appointments, compensation, benefits, performance evaluation, conflicts of interest, discipline, termination and lay-off, attendance and leave, health and safety, personnel records, employee and labor relations, and professional development and training.

314 Publication and Distribution of Policies

314.1 The Chancellor shall develop and administer a process for publishing and distributing BOT and System employment policies and any corresponding operational procedures within the Community College System.

314.2 The college presidents shall develop and administer a system for publishing and distributing college policies and procedures within their respective institutions and the Chancellor's office.

314.3

Community College System employment policy changes approved by the Chancellor shall be reported to the BOT Personnel Committee on a periodic basis as appropriate.

### **320. Employment**

#### **321 Equal Employment Opportunity**

In accordance with Article VII of the BOT By-Laws, the Community College System and each of its colleges shall comply with all federal and state laws prohibiting discrimination in its recruitment, selection, and employment practices.

#### **322 Employment of Trustees**

322.1 No member of the Board of Trustees, other than the Chancellor, Vice-Chancellor, and College Presidents, may receive compensation for services rendered to the CCSNH or any of its colleges, except under the conditions set forth below.

322.2 Members of the Board of Trustees may be compensated for services rendered to the CCSNH and any of its colleges provided:

322.2a The Board of Trustees' Executive Committee provides prior authorization of the proposed employment including the level of compensation and terms and conditions of said employment.

322.2b The fair market value of the services equals or exceeds the amount of the compensation.

322.2c The proposed employment conforms to the Board of Trustees' Bylaws regarding conflict of interest.

### **330. Employee Benefits**

#### **331 General Policy on Benefits**

331.1 The CCSNH recognizes that employee benefits are part of an employee's total compensation plan. The Community College System shall provide a cost-effective benefits program designed to attract and retain qualified administrators, T1 0BT1 0 0 1 228TJE41 184.46 Tm0 0 1 103.43n1stBT1 0



The hiring, retention, and motivation of a qualified and diverse workforce  
Fair and non-discriminatory practices  
Professional development oppo

345 Voluntary and Involuntary Separation of Executive Officers and Administrators

345.1 It is expected that executive officers shall provide reasonable advance notice of a voluntary resignation or retirement to allow for the process of replacement. Such advance notice shall be at least 60 calendar days prior to the anticipated date of resignation or retirement.

345.2 It is expected that administrative, managerial, and confidential personnel shall give at least 30 days notice of a voluntary resignation or retirement.

345.3 Voluntary separation for those full-time executive and administrative positions categorized as unclassified personnel by the State of New Hampshire on June 30, 2007 shall receive upon termination of employment 3 days salary for each year of full-time employment.

345.4 Involuntary Separation. The Chancellor and Presidents serve at the pleasure of the Board of Trustees and the Vice-Chancellor serves at the pleasure of the Chancellor.

**350. Employee and Labor Relations**

351 Authority

The Board of Trustees retains the authority to approve any proposed contract between the Board and certified collective bargaining agents representing CCSNH faculty and/or staff.

352 Delegation of Authority

352.1 The Board of Trustees shall delegate to the BOT Personnel Committee the responsibility to oversee labor relations and to make recommendations for bargaining guidelines to the Executive Committee or the full Board, as designated. The Committee shall provide status reports on labor negotiations to the Board of Trustees, as needed.

352.2 The Board of Trustees delegates to the Chancellor, in consultation

353 General Policy on Labor Relations

The Board of Trustees declares that it is the policy of the CCSNH to foster harmonious and cooperative relations between the faculty and staff and the administration of this system so as to ensure orderly and uninterrupted operation. We acknowledge the right of employees within the system to organize and to be represented for the purpose of bargaining collectively. We further acknowledge our responsibility to negotiate in good faith and reduce to writing any agreement reached between employee organization and the system in accordance with state and federal law. The Board also declares that there shall be no discrimination, interference, restraint or coercion against any employee because of membership within an employee organization.

**360. Equal Employment**

361 Statement of Non-Discrimination

The Community College System is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, the Community College System prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. This statement is a reflection of the mission of the Community College System and its Colleges and refers to, but is not limited to, the provisions of the following laws, as amended:

Equal Pay Act of 1963  
Title VI and VII of the Civil Rights Act of 1964  
Civil Rights Act of 1991  
The Age Discrimination in Employment Act of 1967  
Title IX of the Education Amendment of 1972  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Americans with Disabilities Act Amendments Act of 2008  
Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974  
Genetic Information Nondiscrimination Act of 2008  
NH Law Against Discrimination (RSA 354-A)

362 Commitment to Equal Employment Opportunities

The Community College System seeks excellence through diversity, among its administrators, faculty, staff and students. The CCSNH shall provide equal opportunities to employees and applicants for employment without regard to race, color, religion, national or ethnic origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, gender identity or expression, political affiliation, or lawful political activity.

**370. Professional Development and Training**

371 Policy Statement

The Board of Trustees beli



CCSNH college. The tuition discount does not apply to courses that other educational institutions may offer, even if on a Community College System campus or academic center.

374 Reporting

The CCSNH Director of Human Resources shall provide a summary report of system-wide professional development activities to the BOT Personnel Committee on an annual basis.

**380. Safety**

381 Policy Statement

A safe and secure environment is a fundamental requirement for fulfilling the mission of the Community College System of New Hampshire. It shall be the policy of the Board of Trustees to promote a safe and healthy environment for all employees, students, and visitors, and to protect and maintain CCSNH properties reasonably free from threats to the safety of our community, including hazardous conditions, vandalism, violence, and other destructive acts. The Community College System will comply with existing federal, state, and local regulations and generally accepted standards governing health and safety. All employees shall be responsible for complying with safety policies and procedures and reporting safety concerns to management.

382 General Policy

382.1 The Chancellor, in consultation with the CCSNH Leadership Team, shall establish system policies that comply with state and federal regulations and that provide a safe environment for those present on our college campuses and academic centers and secure our properties. The Chancellor shall allocate appropriate available resources and take necessary steps to ensure that system policies are enforced. System responsibilities shall include the establishment of a system emergency management team responsible for the development and implementation of a Community College System emergency response plan and crisis/incident communication plan.

382.2 The Presidents shall allocate appropriate available resources and take the necessary steps to comply with state and federal regulations, to promote the health and safety of employees, students, and visitors and to ensure that their institutions are reasonably safe and secure. Institutional responsibilities shall include the following:

