Affirmative Action Report
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**Exhibits**  
Equal Employment Opportunity & Affirmative Action Policy  
Nondiscrimination on the Basis of Sex in Education Programs & Activities Policy  
Faculty Appointment & Salaries Policy  
Employee Grievance/Complaint Procedures Policy  
Harassment - Sexual or Racial Policy  
Nepotism Policy  
Immigration Report Act Policy  
Hiring & Recruiting Policy  
Salary Administration Plan Policy  
Drug-Free Environment Policy  
Employment Application Form  
Employment Compliance Form  
Employment Eligibility Verification Form  
Position Open Form  
Faculty or Exempt Staff Tuition/Maintenance Fee Reimbursement Program Form  
Request for Fee Discount for Spouse and/or Dependent Form  
Higher Education Employee Fee Waive PC-191 Form  
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PART I
REAFFIRMATION TO AFFIRMATIVE ACTION

Roane State Community College is an educational institution committed to both good management and equitable treatment of all current employees as well as prospective employees regardless of race, color, religion, sex, national origin, age, and physical or mental disability. We recognize that our quality education provides the existence of opportunities to many in the community.

In seeking to provide fair and equal treatment on the basis of merit, Roane State Community College will make every good faith effort to overcome underutilization of minorities and women. The college will comply with all federal, state and local legislation and with all executive orders that support equal opportunity and prohibit discriminatory practices in employment.

As President of the College, I affirm my personal commitment to these goals and to the institution's policy on equal opportunity and affirmative action. Our goals will be met through the responsible officials of the college who will ensure that each of the goals and objectives in the Affirmative Action Plan are met as follows:

1. All decisions regarding recruitment, hiring, training and promotions of persons in all job titles will be made without regard to race, color, religion, sex, national origin, age, handicap or status as a disabled veteran or veteran of the Vietnam Era, except where age and sex are bona fide occupational requirements, or where a specific disability constitutes a bona fide occupational disqualification.

2. All employment decisions will be based on the principles of equal employment opportunity which are consistent with our intent to achieve the goals outlined in our Affirmative Action Plan.

3. Affirmative action will be taken to ensure that promotion decisions are made in accordance with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

4. All personnel actions such as compensation, benefits, transfers, layoffs, demotions, college sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, color, religion, sex, national origin, age, handicap or status as a disabled veteran or veteran of the Vietnam Era.

The Vice-Presidents, Assistant Vice-Presidents, Deans, Division Heads, and Directors assist me in administering the provisions of the Affirmative Action Plan. They are responsible for assuring that the college's policy on affirmative action and equal opportunity is carried out within their respective administrative areas.
The Director of Human Resources is the college's Affirmative Action Officer and is responsible for monitoring the college's compliance with equal opportunity and affirmative action laws. The Affirmative Action Officer also coordinates and implements the provisions of Roane State Community College's Affirmative Action Plan.

Gary Goff, President
March 2012
EXECUTIVE SUMMARY

An analysis of RSCC’s workforce by minority status composition shows an deficiency of blacks and minorities exist at all levels of the College, based on availability. If hiring opportunities occur during the 2011-12 and 2012-13 recruiting periods, the college will make a concerted effort to continue to correct any deficiencies that may occur in these areas.

The college will place a high priority on retaining female and minority employees during 2011-12. A concentrated effort will be made to ensure that both females and minorities are considered for promotional opportunities. The college will continue to identify women with leadership abilities and encourage black faculty and staff to use available assistance program funding to increase their educational levels. These programs will help ensure that women and minorities are eligible for promotional opportunities that occur within the institution.
COMMUNITY INVOLVEMENT - SUPPORT OF COMMUNITY ACTION PROGRAMS

RSCC, through employee participation, actively supports such activities as job fairs, career days, award days, youth motivation programs, black cultural programs, women's groups, W.I.A., Tennessee Technology Centers, and other community programs and activities that directly or indirectly contribute to the effectiveness of the affirmative action program. Employees are encouraged to serve on civic advisory boards involved in employment activities and render volunteer service to such area agencies as job skills centers and human resource centers and programs.

Key members of management are encouraged to serve on community relations boards and other similar organizations. Several employees have membership in local chapters of professional and civic associations. Minority and female employees should serve as models by participating in career days, youth motivation programs, and other similar programs within the community when and if they desire to participate.

Minority and small business enterprises, when available, are encouraged to participate in the performance of any federal contract.

Close contact is maintained with the placement centers of area colleges and high schools in recruiting candidates for both temporary and permanent employment. RSCC will continue to increase its involvement with minority, handicap and women's programs.

The college will feature significant accomplishments of all employees including women and minorities in local news media.
DISSEMINATION OF POLICY

RSCC'S Affirmative Action policy will be disseminated in the following manner:

Internal Dissemination via the Human Resources Web Page
RESPONSIBILITY FOR IMPLEMENTATION

As reflected in the President's equal opportunity statement, the College is committed to realistically implementing the Affirmative Action Plan. The college's Vice-Presidents, Deans, Directors and other management team members are responsible for implementing particular aspects of the plan. A part of these managers annual performance evaluation is based on their equal opportunity efforts and their affirmative action results. Additionally, the managers will be made aware of their responsibility to take steps to prevent discrimination against employees who may have been hired through affirmative action efforts.

Responsibility for the overall development, implementation, coordination, and monitoring of the Affirmative Action Program resides with the President. He has appointed Odell Fearn as Affirmative Action (AA) Officer for the college. The AA Officer has the responsibility and authority to request processes and actions necessary to implement the Affirmative Action Plan. The AA Officer is available to assist all levels of management as they are involved in the implementation process. The AA Officer serves as an advisor to members of the college who have questions relating to equal opportunity. Additionally, the AA Officer is also responsible for the following:

1. Developing and recommending policies, procedures and practices, and taking affirmative action to ensure that qualified applicants and employees are treated without regard to their race, color, religion, national origin, age, sex, handicap, or status as a disabled veteran or veteran of the Vietnam Era in accordance with all applicable laws, regulations, polices and guidelines.

2. Assist in the identification of problem areas and establishing goals and objectives to solve problem areas related to Affirmative Action and Equal Opportunity.


4. Designing and implementing audit and reporting systems that will:
   a. measure the effectiveness of the college's program
   b. indicate the need for remedial action
   c. determine the degree to which the college's goals and have been attained

5. Serve as liaison between the college and enforcement agencies.

6. Serve as a liaison between the college and minority organizations, women's organizations and community action groups concerned with employment opportunities for minorities and women.
7. Inform management of the latest developments regarding equal opportunity.

8. Conduct periodic audits of training programs and hiring and promotion patterns to remove impediments to the attainment of the college's goals and objectives.

9. Participate in local minority organizations, women's organizations, community action groups and community service programs.

10. Holding regular discussions with college officials, supervisors and employees to ensure that the college's policies are being followed:
   a. Reminding supervisors that part of their work performance is based on their equal opportunity efforts and results along with other criteria.
   b. Informing supervisors of their responsibility to take steps to prevent discrimination against employees who may have been hired through affirmative action efforts.

11. Conduct periodic reviews of the qualifications of employees to ensure that minorities and women are given full opportunities for transfers and promotions.

12. Ensure that career counseling is available for all employees.

13. Conducting periodic audits to ensure that each college facility is in compliance with the following policies and procedures:
   a. equal opportunity posters are properly displayed
   b. all facilities maintained by the college for use and benefit of its employees are desegregated in policy and use
   c. minority and female employees are afforded a full opportunity and encouraged to participate in all college sponsored educational, training, recreational and social activities

14. Reporting the status of the affirmative action program and making recommendations to the President on a regular basis.

15. Assist college officials in developing solutions to problems in the equal opportunity area.
Part II

EMPLOYEE JOB INVENTORY & UTILIZATION ANALYSIS
# Job Group Analysis

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**Executive Director**

Contactor H2O Grant Project

System Analyst II

Network Analyst 1

Manager

Director

Director Human Resource Center

Accountant 2

Assistant Director

Advisor/Coordinator of Risk

Coordinator Veteran Services

Enrollment Counselor

**Gender**

* Female 0
  * Male 1
  * Total 1

**Age**

* 0-16 1
  * 17-30 2
  * 31-50 2
  * 51-60 2
  * 61-70 1
  * 46-70 2
  * 46-99 4
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* Job Title: Executive Director
* Job Group: H30 Administrative/Professional
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Wage Range: $4.39 - $24.89

Job Title: Job Group: Info. Ctr. Support

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Job Group: HR & Clerical Support

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Job Group: H50 Support

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<td>Bus Driver</td>
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<td>Maintenance Worker</td>
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<td>Utility Worker</td>
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Job Group Analysis

Job Group: HTO Skilled
## Job Group Analysis

### Job Group: H70 Shielded

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### Wage Range

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<td>32,300 - 39,494</td>
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<td>33,605 - 38,910</td>
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<td>38,769 - 51,040</td>
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### Total

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### Job Title

- General Minor Mechanical Supp
- Farm Supervisor
- Security Officer 1
- Horticultural Technician 3
- Maintenance Lead Worker
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## Availability Analysis

**Job Group: H10  Executive**

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<td>1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area</td>
<td>64.76</td>
<td>11.21</td>
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<tr>
<td>2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization</td>
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**Job Group Final Availabilities (%)**  

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# Availability Analysis

**Job Group: H20  Faculty**

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<td>-</td>
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</tr>
</tbody>
</table>

| 100.00                                                                 |

Job Group Final Availability (%) 47.48  13.13
## Availability Analysis

### Job Group: H30 Administrative/Professional

<table>
<thead>
<tr>
<th>Factor</th>
<th>Raw Statistics (%)</th>
<th>Weighted Factor (%)</th>
<th>Source of Data Rationale for Selection of Rt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Total Min</td>
<td>Value</td>
</tr>
<tr>
<td>1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area</td>
<td>46.35</td>
<td>9.46</td>
<td>100.00</td>
</tr>
<tr>
<td>2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100.00</td>
<td></td>
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</tr>
</tbody>
</table>

Job Group Final Availability (%)  

| 46.35 | 9.46 |
## Availability Analysis

**Job Group: H40  Clerical Support**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Raw Statistics (%)</th>
<th>Weighted Factor (%)</th>
<th>Source of Data Rationale for Selection of Reason</th>
<th>Value Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area</td>
<td>84.00 6.53</td>
<td>100.00 84.00 6.53</td>
<td>Census 2000 Special EEO f Knoxville, TN MSA</td>
<td></td>
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<tr>
<td>2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization</td>
<td>- -</td>
<td>- -</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>100.00</strong></td>
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</table>

**Job Group Final Availability (%)** 84.00 6.53
# Availability Analysis

**Job Group:** H50 Support

<table>
<thead>
<tr>
<th>Factor</th>
<th>Raw Statistics (%)</th>
<th>Weighted Factor (%)</th>
<th>Source of Data Rationale for Selection of Rt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Total Min</td>
<td>Value Weight</td>
</tr>
<tr>
<td>1 Percentage of Minorities and Women Among Those Having</td>
<td>46.36</td>
<td>7.11</td>
<td>100.00</td>
</tr>
<tr>
<td>Requisite Skills in the Reasonable Recruitment Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Percentage of Minorities and Women Among Those Promotable,</td>
<td>90.00</td>
<td>1.25</td>
<td>0.00</td>
</tr>
<tr>
<td>Transferable and Trainable within the Contractor's Organization</td>
<td></td>
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<tr>
<td></td>
<td>100.00</td>
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</tr>
<tr>
<td>Job Group Final Availability (%)</td>
<td>46.36</td>
<td>7.11</td>
<td></td>
</tr>
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</table>
## Availability Analysis

**Job Group: H70 Skilled**

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<thead>
<tr>
<th>Factor</th>
<th>Raw Statistics (%)</th>
<th>Weighted Factor (%)</th>
<th>Source of Data</th>
<th>Rationale for Selection of R</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Total Min</td>
<td>Value</td>
<td>Weight</td>
</tr>
<tr>
<td>1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area</td>
<td>15.03</td>
<td>7.33</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization</td>
<td>-</td>
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<tr>
<td></td>
<td>100.00</td>
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</tbody>
</table>

**Job Group Final Availability (%)**  
15.03  | 7.33
<table>
<thead>
<tr>
<th>Category</th>
<th>% Incumbents Available</th>
<th>% Party</th>
<th>Job Total</th>
<th># Protected Group</th>
<th>%</th>
<th># Protected in Group</th>
<th># Final</th>
<th>% Annual Goal</th>
<th>% Ultimate Goal</th>
<th>% Goal Underutilization</th>
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<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO</td>
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<td></td>
<td></td>
<td>11%</td>
<td>1%</td>
</tr>
</tbody>
</table>

Rome State Community College

GOALS SUMMARY FORM

Fiscal Year: 2012

Protected Group: Black

Higher Education categories: 1 - Executive, Administrative, Managerial 2 - Faculty 3 - Professional Non-Faculty

7 6 5 4 3 2 1
## GOALS SUMMARY FORM

**Protected Group:** Females  
**Fiscal Year:** 2012

<table>
<thead>
<tr>
<th>EEO Category</th>
<th>Job Group</th>
<th>Total # Incumbents</th>
<th>Final Avail %</th>
<th>Parity #</th>
<th>Parity %</th>
<th>Protected Group Member in EEO Category #</th>
<th>Underutilization</th>
<th>Annual Goal %</th>
<th>Ultimate Goal %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>11</td>
<td>64.76%</td>
<td>7.1</td>
<td>64.76%</td>
<td>7</td>
<td>63.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>149</td>
<td>47.48%</td>
<td>70.7</td>
<td>47.48%</td>
<td>84</td>
<td>56.3</td>
<td></td>
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</tr>
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<td>3</td>
<td></td>
<td>77</td>
<td>46.35%</td>
<td>35.6</td>
<td>46.35%</td>
<td>48</td>
<td>62.3</td>
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<td>4</td>
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<td>80</td>
<td>84%</td>
<td>67.2</td>
<td>84%</td>
<td>72</td>
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<tr>
<td>5</td>
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<td>13</td>
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<tr>
<td>7</td>
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<td>27</td>
<td>15.03%</td>
<td>4</td>
<td>15.03%</td>
<td>6</td>
<td>22.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Higher Education Categories: 1 - Executive, Administrative, Managerial  
2 - Faculty  
3 - Professional Non-Faculty
PART III

IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTIONS

PROBLEMS, ACTION ITEMS, AND OBJECTIVES

Included is a discussion of problem areas where they exist, and actions to be taken to offset and correct these deficiencies.

1. Composition of Work Force

- An analysis of RSCC'S workforce by minority status composition shows a deficiency in all EEO categories based on availability.

- The college has established ultimate goals to meet availability. These efforts will continue during the 2011-12 fiscal year if hiring opportunities are available. It is the institution's intent to meet ultimate availability in three years in all employee categories.

2. Transfers and Promotion Practices

- The institution has established a policy to promote equitable administration of transfers and promotions for all employees who are interested and qualified. As job openings occur, current employees are considered prior to any outside recruitment effort. All reasonable efforts will be made during 2011-2012 & 2012-13 to assure Affirmative Action in the transfer and promotion of all employees with emphasis being placed on minorities.

- The college's administration will continue to monitor the Transfer and Promotion Practices to determine practices which may adversely impact promotions and transfers for minorities or women. This review will include lateral and vertical movement within and between EEO categories, job groups, job titles and departments. If it is determined that the practices are adversely impacting the professional progress of women or minorities, programs will be developed to assure the availability of transfer and promotion opportunities for all employees, including women, minorities and the disabled. For fiscal year 2010-11, eleven faculty members received promotions in rank. Of those promotions, eight (seventy-two percent) were female. Nine faculty received tenure status. Of those, six (sixty-seven percent) were females.
3. Institution Sponsored Facilities and Programs

- RSCC facilities are maintained by state legislative appropriations and are subject to Tennessee Board of Regents facility usage policy. RSCC facilities, including classrooms and restrooms, are accessible for employees confined to wheelchairs. Walkways and access routes to classrooms and meeting areas have been architecturally adapted for handicapped population. New facilities in the future will be architecturally barrier free.

- To ensure that the college provides cultural diversity, RSCC has contacted the Oak Ridge coalition of Black Organizations, NAACP, and prominent black leaders in churches, schools and the community to promote Affirmative Action and recruitment efforts. RSCC observes Martin Luther King Holiday and Black History Month by either sponsoring or Cosponsoring programs and events. The facility is also available for black Cultural events in the community.

- With respect to women and disabled groups, the facilities and programs are available according to Tennessee Board of Regents' policy without discrimination for any organization or group.

4. Training

- RSCC has initiated a policy to provide institutional professional development, training, and partial to full grants-in-aid to support professional education and training opportunities for all employees including minorities, women and the disabled. Minorities are encouraged to use desegregation funding to further education and professional development activities.

- Currently, thirty-four employees are taking advantage of the Educational Assistance Program provided by the state. Of those, twenty-four (70%) are women.

- The college offers professional development activities at the beginning of each semester, on-going computer training, professional development travel and other college activities in which women and minorities are encouraged to participate. Supervisors and search committee members are provided training and materials on interviewing techniques to help eliminate hiring biases. When hiring recommendations are made, supervisors are required to document that all Affirmative Action guidelines have been met.
5. Technical Phases of Compliance

- RSCC will immediately and continuously implement an Affirmative Action Plan (AAP) and disseminate the plan to inform managers and staff of the institutional AAP and identified weaknesses which require attention and correction. All managers will be assessed on their commitment to the AAP as a part of their overall performance evaluation system. The RSCC EEO policy statement, required EEO posters, and official statements will be posted on official personnel and departmental bulletin boards at the main campus in Harriman, the branch campus in Oak Ridge, and the satellite campuses. Bulletin boards will be inspected periodically to assure the visibility of information to all employees.

- RSCC will promote Affirmative Action effort through the public relations office by using the appropriate public media for institutional employee recruitment and program publicity. These efforts will be monitored continuously to maintain public awareness of the AAP. All printed materials used for external publication contain the EEO/Affirmative Action statement.

- RSCC, as a federal contractor (W.I.A., D.O.E., and Vocational Education,) is committed to maintaining compliance with all U.S. Civil Rights Laws and requirements.

6. Wage and Salary Administration

- RSCC has developed a salary equity committee to determine that no discrimination exists with regard to equity of wage and salary practices. The Affirmative Action Coordinator/ Human Resource Director serves on this committee. If discriminatory practices are identified, plans will be implemented to restore and maintain equity among all employees according to job specifications, titles, responsibilities, years of service, and EEO classification and job category.


- RSCC has developed a personnel package to incorporate the goals, objectives procedures and timetables prescribed in the institutional Affirmative Action Plan. This package is disseminated to each hiring manager.
RSCTC RECRUITING, HIRING AND RETENTION PROCEDURES

Concerted efforts have been made to improve employee recruitment and increase the flow of minority and female applicants. The requirements of the OFCCP Uniform Guidelines on Employee Selection Procedures are observed as required by 41 CFR 60-2.24(d)(2).

The primary source of applicants is the Knoxville MSA which includes Anderson County and five additional adjacent counties (Blount, Cumberland, Loudon, Morgan, and Roane), and through recruitment activities and contact with the following agencies.

- Knoxville College
- Knoxville Area Urban League
- NAACP
- Oak Ridge Associated Universities
- Tennessee Board of Regents
- Tennessee Department of Employment Security
- University of Tennessee, Knoxville
- The Recording for the Blind

Other recruiting sources are:

- Roane State Community College
- Tennessee State University
- Local Church Organizations
- Higher Ed Jobs

National Publications: (For some positions)

- Black Issues
- Local and Regional News Media
- The Chronicle of Higher Education
- The Hispanic Outlook
- Insight Into Diversity
- Community College Times
- Science Faculty Jobs
- Minority Nurse
- The Academic Network
- Adjunct Faculty Recruitment
In an attempt to further improve recruitment and increase the flow of minority and female applicants, contacts will be made with the following organizations on an as needed basis:

- National Organization of Women (NOW)
- Women's Center, Knoxville
- League of Women Voters
- American Association of University Women

Open positions are advertised on the Human Resources/TBR Website both internally and externally based on the search criteria. All employees are encouraged to refer qualified women, minorities, and disabled candidates to apply for employment with RSCC.

Selection and Placement

1. General position descriptions exist for most job positions in the work force and are used in developing personnel position announcements. Recent organizational changes made it necessary to update many of the current job descriptions. All candidates for employment are required to complete an application form which assists in collecting affirmative action data.

2. A personnel position announcement with job specifications is completed by the supervisor who has a job opening. The position announcement is sent to Human Resources where academic, skills, and experience requirements are reviewed to assure that they are appropriate for the job classification. Human Resources then recruits internally and/or externally for candidates, screens applications, and submits resumes and applications which meet the job specifications to the hiring manager for review. There is no differential treatment for any protected group in the recruiting and selection of candidates for job openings other than positive efforts made to solicit applications from protected groups.

3. By examining resumes and applications of external candidates and the personnel folders of internal candidates, the hiring manager determines those candidates who appear most qualified and arranges interview appointments. A search committee is formed to interview the qualified applicants for administrative and faculty positions. This committee recommends to the President which candidate to hire. Human Resources obtains administrative management (including President) approval to make an employment offer. All recommendations must have a hiring justification. A qualified minority must be contacted for each position in those locations where minorities can be recruited.

4. Appointment and promotion transactions requiring approval of the Chancellor must meet administrative requirements stated in the Tennessee Board of Regents Guideline, No. P-010, to assure compliance with Affirmative Action policies.
Promotions

1. Minority, female, and disabled employees are given equal opportunity for promotion. To ensure this, the following policy has been established: A vacancy, as announced by a personnel requisition, is posted via email and on the Human Resources/TBR Webpage to permit regular RSCC employees to apply and compete for the position. Eligible and qualified employees are interviewed by the hiring manager who recommends a selection to Human Resources for review in accordance with procedures contained in Selection and Placement above.

2. RSCC routinely posts on the Human Resources bulletin board job announcements of other school vacancies which allows employees an opportunity to apply for positions at other locations.

3. The criteria used in promoting all employees are based upon performance and qualifications.

Retention of Minorities and Women

1. Exit interviews are conducted with terminating employees. If any inference of possible employee discrimination is drawn from an interview, Human Resources will refer the matter to the Department Head and appropriate Dean for review and correction if indicated.

2. All involuntary terminations are reviewed by the Human Resources Dean as a matter of policy prior to the effective date of termination. Reasons for involuntary terminations are documented in personnel files and face-to-face with employees to be determinate prior to effective date. Employees are informed of complaint procedure. Involuntary terminations of faculty will meet guidelines in RSCC and TBR tenure policies.

Employee Training Program

1. Although institutionally sponsored training, internal and external, is open to all employees meeting course requirements, managers and supervisors are prompted to consider the minority, women, and disabled employees in their work force in determining eligibility. The objective is to take advantage of all training courses to develop the potential of minorities, women and the disabled to better utilize their talents, and increase their eligibility for promotion and increased responsibilities.

2. Educational assistance such as tuition payment for one course each term at RSCC or other state institutions is open to all full-time employees. Managers and supervisors have been advised to encourage minorities and women to take advantage of this assistance.
3. On-the-job training is used, when appropriate, to permit immediate productivity and eventual entry and promotion or transfer into higher level functional job families.

**Internal Review/Complaint Procedure**

RSCC has an effective internal review process for handling complaints on work-related issues, if an employee cannot satisfactorily resolve them through informal discussions with supervisors. Employee procedures are:

1. Attempt first to resolve the matter by bringing it to the attention of his or her immediate supervisor or the next higher level of management.

2. If the matter is not resolved to the employee's satisfaction, or if the employee believes there is a good reason not to approach management, the employee should contact the RSCC Affirmative Action Officer/Human Resources Director.

3. If the matter is still unresolved, the employee should follow procedures outlined in RSCC'S Complaint Procedure.

**Management Involvement and Communication on Program**

1. All managers and supervisors are responsible for the implementation of the current Affirmative Action Program in the course of their own supervisory duties.

2. Human Resources will brief management periodically on progress made toward meeting annual Affirmative Action goals, objectives and timetables.

3. Managers will include discussions on equal employment opportunity and Affirmative Action in regular and special meetings with other supervisors and staff members.

4. At least annually, management will inform employees of progress made in implementing the current Affirmative Action Program.
INTERNAL AUDIT AND REPORTING SYSTEMS

1. Human Resources will prepare annual reports on the progress in meeting the objectives of the current Affirmative Action Program.

2. Management will review these reports and make necessary implementation adjustments to achieve the planned objectives.

3. Human Resources will keep records on recruiting, hiring, terminations and employment so as to identify problems requiring management's attention. Such records will identify, if possible, minorities and women in the areas of applicant processing, educational assistance, interviewing, job offers, promotions, training, transfers, and terminations.

4. Human Resources will review each personnel action recommendation in light of the Affirmative Action Program and report to management those recommendations not in apparent consonance with the principles of Equal Employment Opportunity and Affirmative Action.

5. Management, with the direction of the Affirmative Action Coordinator/Human Resources Director, will address and, when appropriate, redress all situations not in consonance with the principles of Equal Employment Opportunity and Affirmative Action.

6. The Affirmative Action Coordinator will provide Institutional Affirmative Action reporting according to Tennessee Board of Regents policies and guidelines.
PART IV
COMPLIANCE WITH GUIDELINES ON SEX DISCRIMINATION

The position of Roane State Community College regarding employment is to seek, employ, promote, compensate, and provide other conditions of employment without regard to sex, unless sex is a bona fide occupational qualification within the interpretation of the law.

Roane State's facility is non-unionized and as such has no bargaining agreement. The facility complies with all state and federal laws, rules, orders, and regulations. However, where state protective laws operate to restrict the employment opportunity of any sex, the facility adheres to the federal laws in accordance with established court rulings and agency direction.

Recruitment and Advertisement

1. Job vacancies are open to all qualified candidates regardless of sex. Recruitment is conducted and advertising placed so that neither sex is favored.

2. Advertisements for employment in any media must not specify a preference between men and women for the position listed. The clause "Equal Employment Opportunity/ Affirmative Action Employer" (EEO/AA) is included in all advertisements.

3. Employment agencies and recruiting sources will be notified at least annually of the institutional nondiscrimination policy with regard to all protected groups, including women, in employment opportunities.

Job Policies and Practices

1. RSCC written personnel policies relating to Equal Employment Opportunity and Affirmative Action must indicate that there shall be no discrimination against employees because of sex.

2. No distinctions based upon sex shall be made in employment opportunities, wages, hours, benefits, or other conditions of employment.

3. No distinctions shall be made between married and unmarried members of one sex that are not made between married and unmarried members of the other sex.

4. Employment shall not be denied to women because they have young children.

5. Sufficient physical facilities are to be provided for employees of both sexes at all work stations.
6. Women are not to be penalized in the conditions of their employment because they require time away from work for child bearing. They shall be returned to their original job or to one of similar status and pay, if available, without loss of tenure or seniority.

7. Policies determining the age at which employees must retire are to be identical for men and women in similar job classifications.

8. Women must have access to equal participation in all training programs.

9. All maternity leave, disability, and sick leave benefits are the same for all employees.

Prevention of Sexual Harassment in the Work Place

1. The affirmed position of the United States Equal Opportunity Commission is that sexual harassment in employment amounts to a violation of the sex discrimination provisions of Title VII of the 1964 Civil Rights Act. According to federal guidelines on sex discrimination, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. It is the policy of RSCC to provide a work place free of harassment as defined above.

RSCC POLICY STATEMENT FOR SEXUAL HARASSMENT

It is the policy of RSCC that, pursuant to Title VII of the Civil Rights Act of 1964 and regulations adopted pursuant thereto, RSCC will not condone sexual harassment of employees or students. All allegations of sexual harassment will be affirmatively addressed in compliance with the Tennessee Board of Regents Policies No. 2:02:10:01 and 5:01:02:00. RSCC Harassment-Sexual, Racial, and other Policy PA-02-01 is written to comply with Board policies. Such allegations are subject to RSCC institutional hearing policies and the Tennessee Uniform Administrative Procedures Act regulations and current TBR guidelines regarding sexual harassment.

It is the policy of RSCC that no student or employee should experience discrimination due to race, sex, color, religion, age, national origin, and/or disabling condition.
PART V
AFFIRMATIVE ACTION FOR THE HANDICAPPED, DISABLED VETERANS
AND VETERANS OF THE VIETNAM ERA

Purpose and Policy

It is the policy of RSCC to seek and employ qualified personnel in all areas and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer and termination. RSCC is, moreover, dedicated to take affirmative action to employ and advance in employment qualified handicapped individuals, disabled veterans, and veterans of the Vietnam Era. RSCC is resolved to take voluntary, positive, business-oriented action which will contribute to the furtherance of the spirit and intent of federal, state, and local legislation, government regulations, and executive orders by providing Affirmative Action and Equal Employment Opportunity to all qualified handicapped individuals and covered veterans.

Institutional policy statements of RSCC are contained in Part 1 of this plan.

Equal Employment Opportunity and Affirmative Action Procedures

1. All applicants or candidates for promotion will be given equal consideration for any open position with evaluation based upon qualifications for the position to be filled. Reasonable efforts will be made to accommodate a disabled or handicapped applicant or candidate who is otherwise technically qualified for training, transfers, and promotions.

2. Facilities for handicapped employees will meet the standards established by federal and state laws.

Applicability of the Affirmative Action Program

RSCC will maintain a list of all employees who are covered under the definitions of disabled veterans and veterans of the Vietnam Era and handicapped individuals in the applicable regulations. These individuals are identified in two ways:

1. All employees and applicants who feel they are covered and wish to benefit under the Affirmative Action Program are invited to identify themselves voluntarily and in confidence.

2. Those employees or applicants who are known to be disabled or veterans of the Vietnam Era, or handicapped individuals are also included in this listing.

3. The college submits a VET-100 report annually to the United States Department of Labor. A "Handicapped/Disabled Veteran Log" allows for the compilation of data
on employment, training, and promotional opportunities offered to handicapped or veteran employees.

Affirmative Action Practices and Procedures

In general, the provisions set forth in Part 1 regarding implementation of the program are also applicable to handicapped, disabled, and Vietnam-era veterans.

1. Proper Consideration of Qualification

- RSCC periodically reviews its employment procedures to assure careful, thorough, and systematic consideration of the job qualification of known handicapped individuals and covered veteran applicants for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.

- This is accomplished by identifying and reviewing the qualifications of handicapped individuals and covered veterans against the mental and physical qualifications stated in the personnel requisition, before the final selection for a position is made.

2. Physical and Mental Qualifications

- To the extent that physical and mental job qualification requirements tend to screen out qualified handicapped individuals or disabled veterans in the selection of employees or applicants for employment or other changes in employment status such as promotion or training, RSCC assures that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

- Information obtained from applicants and employees concerning a physical or mental condition is kept confidential, except that: a) Supervisors and managers may be informed regarding accommodations or restrictions on work or duties; b) First aid and safety personnel may be informed when, and to the extent appropriate, if the condition might require emergency treatment; and c) government officials investigating compliance with the EEO law will be informed.

3. Reasonable Accommodations

- RSCC makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship on the conduct of business. RSCC has reviewed and assured that facility planning includes reasonable accommodation to the special needs of handicapped individuals and disabled
veterans including access to the building, utilization of rest room facilities, and mobility requirements within the building and parking locations.

4. Compensation

- In offering employment or promotions to disabled individuals or covered veterans, RSCC does not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from other sources.

5. Medical Examinations

- RSCC does not require physical or mental examinations of applicants or employees. Selection of candidates for employment is based on meeting the specific job requirements that are directly related to the job, including education, skill and experience.

Plan of Action

In addition to procedures described in Part 3, Problems, Action Items, Objectives and Timetables, additional procedures pertaining to handicapped disabled, and Vietnam-era veterans are stated in the following. Our institution views its Affirmative Action Program as a result-oriented program designed to enhance the opportunities of qualified handicapped individuals and covered veterans. It is recognized that the ultimate success of this undertaking will be largely the result of the "good faith efforts" detailed in the plan of action section of this Affirmative Action Program. Management supports the program and the dissemination of the commitment to all employees enlisting their adherence to institutional Equal Employment Opportunity policies.

1. Recruitment

- RSCC is actively seeking qualified disabled persons and covered veterans for existing and future employment. In order to improve recruitment and increase the flow of qualified disabled applicants, the institution will contact local and state employment referral agencies and specialized placement agencies.

- RSCC periodically informs primary recruiting sources of its EEO policy and maintains a file of sources notified and acknowledgments received. When possible, briefing sessions are conducted on RSCC premises with representatives from these recruiting sources.

2. Mandatory Job Listing

- Employment openings are listed with the Tennessee Job Service offices in the service area and the Recording for the blind concurrently with the use of other external recruitment sources or efforts.
3. Employment and Selection

- All employees engaged in making hiring and selection decisions are trained to assure nondiscrimination in decision making. Employment decisions will be reviewed periodically by management to monitor results. The records of disabled and covered veteran employees will be reviewed to assure that qualified individuals are given equal consideration as opportunities for upgrading, promotion, and transfer occur. Where additional training and experience would be helpful for advancement, management will counsel and assist handicapped and covered veteran employees. Current policies allow for internal posting of all job openings and the consideration of internal employees for promotional opportunities prior to external recruiting. These policies are applicable to all employees and do not favor any one group over another.

4. Training

- Disabled employees and covered veterans are given equal access to all developmental training designed to enhance an employee's ability to assume positions of greater responsibility.

- RCCC's Professional Development Program is made available to all employees who wish to enhance their opportunity with the College by supplementing their education.

5. Facilities

- In arranging office and classroom space and utilizing facilities, special consideration shall be given, insofar as, it is economically and physically practicable, to the removal of architectural barriers to the disabled. The present facility has been constructed functionally for disabled persons to include: accessible drinking facilities throughout the building, wide stalls and grab bars in the rest rooms, entrances to buildings at ground level and at least 32-inch wide doors and sloping ramps.

- Existing machines, equipment, and facilities are inspected periodically in order to identify areas where additional modifications might be made to accommodate disabled workers.

6. Subcontracts

- All company contracts include an Equal Employment Opportunity clause, when appropriate.
7. Employee Assistance and Counseling

- The Human Resource Office is available on request to work with any employee concerning work-related problems or, when feasible, other problems which might affect an employee's work performance. The institution offers professional assistance through United Behavior Health, an Employee assistance company.

8. Management and Employee Education

- All employees will be informed of the Affirmative Action Program for hiring the disabled through information posted on Bulletin Boards, and other Affirmative Action Programs to be developed by the Human Resource Office.

9. Layoffs/Terminations

- In the event employment reductions should become necessary, procedures will be implemented to affect the retention of qualified disabled and covered veterans to the extent that is possible. Internal placement efforts will be aggressively sought for those covered employees on layoff status.
BIBLIOGRAPHY


Executive Order 11246 and implementing regulations, 41 C.F.R. Part 60-1, et. seq.

Metropolitan Service Area Data, Knoxville, Tennessee
Exhibits
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference: 5:01:02:00
TBR Guideline Reference:

Original Date Effective: 1/11/88
Revision Effective: 12/14/09

Approved By: Cuyler A. Dunbar, President
Approved By: Gary Goff, President

Office Responsible: Vice President for Financial Services

Subject: EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Institutional policy is to provide Equal Employment Opportunity for all present and prospective employees regardless of race, color, religion, sex, sexual orientation, or gender identity, ethnic or national origin, age or status as a covered veteran, and physical or mental disability. This policy applies to all personnel actions including, but not limited to, recruiting, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recalls from layoffs and educational, social, and recreational programs of this institution.

An Affirmative Action plan has been developed to help achieve the goal of Equal Employment Opportunity for all. A copy of the plan is located on the Human Resources homepage, in each vice president's office, President's Office, Human Resources Office, and at the main campus library. Effective August 1, 1987, the designated Affirmative Action Coordinator will have overall responsibility for implementation of the institutional Affirmative Action plan, including development of specific goals and timetables, and is responsible for reporting progress to the Tennessee Board of Regents.

The Affirmative Action program will remain in effect to achieve and maintain institutional goals. The full cooperation of all managers, supervisors, and other employees in this program is expected.

Dates revised 7/1/90, 10/30/00, 12/14/2009
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference: 2:02:10:01, 5:01:02:00          TBR Guideline Reference:

Original Date Effective: 1/11/88          Revision Effective: 10/29/07

Approved By: Cuyler A. Dunbar, President          Approved By: Gary Goff, President

Office Responsible: Vice President for Academic Services

Subject: NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the Tennessee Board of Regents that, Pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution or school shall discriminate on the basis of sex in the education programs or activities of the institution or school, including health-related training programs.

Therefore, Roane State Community College shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following:

1. recruitment and admission;
2. academic, extracurricular, research, occupational training, health-related training, and other education programs;
3. rules on student life activities;
4. housing;
5. facilities;
6. access to course offerings;
7. counseling;
8. financial assistance;
9. employment assistance;
10. health and insurance benefits and services;
11. rules on marital or parental status; and
12. athletics.

In addition, in conjunction with Board Policy No. 5:01:02:00, RSCC shall ensure that no person, on the basis of sex, is excluded from participation, denied the benefits of, or subjected to discrimination in employment under any education program or activity. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas:

1. employment criteria;
2. recruitment and hiring;
3. promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring;
4. compensation;
5. job assignments, classifications, and descriptions, lines of progression and seniority lists;
6. leave;
7. fringe benefits; and
8. all other terms, conditions, and privileges of employment.

Revised: 10/29/07
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference: 5:02:02:00  TBR Guideline Reference: 
Original Date Effective: 1/11/88 Revision Effective: 9/29/07
Approved By: Cuyler A. Dunbar, President Approved By: Sherry L. Hoppe, President
Office Responsible: Vice President for Academic Services

Subject: FACULTY APPOINTMENT AND SALARIES

Within the guidelines established by the Tennessee Board of Regents, faculty members are appointed at a salary consistent with academic preparation and number of years' experience. Recommendations for salary increases are made on an annual basis and are a function of the TBR and legislative funding determinations.

Faculty members are usually employed on an academic year basis beginning with the notification from the Vice President for Academic Services for the full term and continuing through graduation day without obligation for, or guarantee of, summer school employment. Salaries for the academic year are paid in twelve separate checks, beginning August 31 and ending July 31.

If a faculty member on an academic year contract is granted leave without pay or if employment is voluntarily terminated during the academic year contract period, the salary adjustment will be made as follows:

The employee's full academic term salary will be determined by dividing the annual (academic year) salary by the number of terms in the academic year. This will then be reduced by an amount equal to the number of work days absent, divided by the number of work days in a particular term, times the term salary.

Conditions for Salary Determination

Initial rank is negotiable based upon experience and education.

Credit for Prior Experience

Credit for prior experience as listed here is allowed only for salary considerations, not for tenure purposes.

a. Non-teaching related experience: Full credit.

b. Teaching experience:
   1. High School/College: Full credit
   2. Elementary or below: Half credit allowed unless directly related; then full credit allowed.

c. Part-time experience:
   The total part-time credit hours taught will be divided by 30, rounded to nearest whole number, to equal the number of years granted.

d. Any exceptions to this guide must be approved by the president in advance.

Faculty compensation for teaching credit courses as an overload will be made in accordance with TBR Guideline P-055.

Revised: 9/13/96, 9/29/07
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference: 5:01:02:00  
TBR Guideline Reference: P-110

Original Date Effective: 11/1/88  
Revision Effective: 5/4/96

Approved By: Sherry L. Hoppe, President  
Approved By: Sherry L. Hoppe, President

Office Responsible: Vice President for Financial Services

Subject: EMPLOYEE GRIEVANCE/COMPLAINT PROCEDURE

I. APPLICATION OF PROCEDURE

This procedure replaces the Roane State Affirmative Action/Complaint Procedure and is applicable to all employees. The procedure is not applicable to a termination procedure initiated against a tenured faculty member under TBR Policy No. 5:02:03:00 Section III 16 (d). The grievance committee established pursuant to the within procedure shall be used where an employee requests an institutional hearing in the following situations:

1. Actions relating to the suspension of employees for cause or termination in violation of an employment contract which fall under TBR Policy No. 1:06:00:05 (Cases Subject to TUAPA), or TBR Policy No. 5:02:03:00 Section III. 16.b (2) (suspension of tenured faculty which provides for no other type of hearing procedure.)

2. Actions involving harassment pursuant to TBR Guideline P-080 Section B.2.

This procedure shall be used for review by the grievance committee (established pursuant to the procedure) when resolving a complaint initiated pursuant to TBR Policy No. 5:02:02:00 (Faculty Promotion).

II. DEFINITIONS

A. MATTERS SUBJECT TO THE GRIEVANCE OR COMPLAINT PROCEDURE

Two types of matters shall be addressed through this procedure. They are:

1. grievances subject to committee review, and
2. complaints which must be resolved without a committee review.

1. GRIEVANCES - (Committee review available) - An employee may only grieve those matters defined in a. - c. A grievance may result from any action that Roane State has taken against an employee which;

   a. violates institutional or TBR policy, or involves an inconsistent application of these same policies;
   b. violates state or federal discrimination statutes in that the adverse action is based solely on race, sex, national origin, age, handicap, or veteran's status;
   c. violates any constitutional right. The most likely areas of concern are the First, Fourth or Fourteenth Amendment of the federal constitution when that action hampers free speech, freedom of religion, the right to association, provides for improper search and seizure, or denies constitutionally required notice or procedures.

2. COMPLAINTS - (Committee review not available) - A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position re-classifications, or position terminations due to reduction in force do not fall under the definition of complaint.
B. EMPLOYEES

All references to the term "employee(s)" contained in this procedure, include only those individuals defined in this paragraph. Employees shall include administrators, faculty (including full-time faculty on term or temporary contracts), professionals, clerical and support personnel. Probationary employees are also included in this definition. Student workers, adjunct faculty, and temporary workers are not included in the definition of employees.

C. GRIEVANCE COMMITTEE

The President will determine the members of this committee who will hear individual grievances. The committee will include peer representation taking into account the legal distinctions between tenured faculty and non-faculty. A pool of committee members will be appointed biannually. This committee will receive training on the institution's grievance procedure. The President will select committee members from this pool.

III. APPLICABILITY OF PROCEDURES

A. All employees shall have access to the grievance/complaint procedure.

B. All employees are encouraged to discuss any problem with their supervisor or department head prior to using any grievance or complaint procedure. The institution shall attempt to each grievance or complaint at the lowest level possible.

C. Employees should file grievances with the Director of Human Resources. Complaints may be discussed with the immediate supervisor or the Director of Human Resources.

IV. RESPONSIBILITY FOR IMPLEMENTATION

A. The President of the College provides the final decision where a grievance is involved.

B. No employee shall retaliate or discriminate against another employee because of the latter employee's filing of a grievance or complaint. In addition, no employee shall coerce another employee or interfere with the action of another employee in the latter employee's attempt to file a grievance or complaint.

V. GRIEVANCE/COMPLAINT PROCEDURE

A. GRIEVANCES

1. Grievances which cannot be resolved shall, upon request of the grievant, be referred to a grievance committee as set out in II.C. above. See Section VI. below. The grievant has the option of choosing committee review where he or she has attempted to resolve the matter without success, or it is apparent that such an attempt would be futile.

2. Grievances which are processed through the grievance committee are appealable to the Chancellor only where they fall within the parameters set out in TBR Policy No. 1:02:11:00. This generally includes all grievances defined in II.A.1. above, except those where the complainant has filed a lawsuit or appeal with a state or federal administrative body.

B. COMPLAINT PROCEDURE

1. The complaint must be brought to the attention of the employee's immediate supervisor within ten (10) working days after the employee becomes aware of a problem. The employee should state the basis for the complaint and the corrective action desired in temperate and reasonable terms. The employee and the supervisor should discuss the complaint in an attempt to resolve the matter.
2. If the supervisor and employee cannot reach a mutual agreement within five (5) working days, the employee may discuss the matter with the next level of supervision. The employee should proceed to this step within five (5) working days of the decision of the immediate supervisor. Failure to comply with this step within the time frame allotted will waive the rights of the employee complain on the matter.

3. In the event that an agreement is not reached at the level of supervision in Step 2 within five (5) working days, the employee can continue the process within five (5) working days of each unsuccessful agreement. If the complaint reaches the executive administrative level and cannot be resolved, the employee should file a written complaint with the Dean of Human Resources.

4. The written complaint must be filed within five (5) working days of the date of the decision of the executive administrator. Failure to comply within the time frame allotted will waive the employee's right to complaint the matter and the complaint may not be raised again.

5. Upon receipt of the written complaint, the Director of Human Resources will permit the employee to present facts and/or material relative to the complaint. The director will investigate the matter and recommend a solution, and will submit a written recommendation to the President within five (5) working days.

6. Upon receipt of the recommendation, the President may accept the recommendation or provide an alternate solution. The President's decision shall be final. Complaints do not include a right to any type of hearing, adversarial proceeding, nor the right of appeal to the Chancellor.

VI. PROCESS APPLICABLE TO GRIEVANCES ONLY

A. The employee should begin the process by providing a written grievance to his or her immediate supervisor. In the event that the grievance is against the supervisor, the employee can submit the grievance to the Director of Human Resources. An attempt should be made to begin the procedure at the supervisory level.

B. The supervisor or Director of Human Resources should resolve the grievance within ten (10) working days from the time that the grievance is filed. In the event that the problem cannot be resolved at this level, the employee should elevate the grievance to the next level of management.

C. If the next level of management cannot resolve the grievance, the employee should continue the process through the chain of command until it reaches the executive administrator. At all levels of the hierarchy, the process should be handled within ten (10) working days of the time that it is received by the superior.

D. If the matter cannot be resolved at the executive administrator level, the employee may file the written grievance with the Director of Human Resources within ten (10) working days. At the filing of the written grievance with the Director of Human Resources, the employee has the option to request the grievance to:
   1) be investigated by the Director of Human Resources, or
   2) request a hearing by the grievance committee. If the employee chooses an investigation by the Director of Human Resources, the Director will make a thorough and independent study of the grievance. The Director may request the supervisor(s) to respond in writing to the grievance statement. Within ten (10) working days of the filing of the grievance, the Director of Human Resources will forward a recommendation of the solution to the President. Upon receipt of the recommendation, the President may accept the recommendation of the Director of Human Resources or provide an alternate solution. The President's decision shall be directed to the employee within five (5) working days. The President's decision shall be final and binding to all parties concerned. An employee dissatisfied with the solution may not request a hearing by the grievance committee.

D. If the employee chooses to request a hearing by a grievance committee, the President shall appoint a grievance committee as established with this policy. Within ten (10) working days of the filing of the request for a hearing on the grievance, the grievance committee shall conduct an impartial hearing on the grievance, at which time it will accept and review all pertinent information presented by the employee and the
chairperson of the committee as well as any other information it deems appropriate. The grievance committee shall make a thorough and independent study. The procedure by the committee shall consist of fact finding. The committee shall be allowed to hear each witness, including the grievant, separately. The grievant shall be allowed to present any pertinent evidence to the committee and to have the committee call those witnesses who have testimony pertinent to the committee's recommendation. Within three (3) working days after the hearing, the chairperson of the committee shall prepare a written report of the committee's recommendation and reasons to the President. The recommendation shall be based on the facts and circumstances as known to the committee. The report shall also contain a summary of the committee's investigation and findings. Copies of the report shall be submitted to all parties involved.

E. Upon receipt of the recommendation, the President may accept the recommendation of the committee, in whole or part, or provide an alternate solution. Within five (5) working days, the President's decision shall be directed to the chairperson of the committee and all parties involved. The President's decision shall be final and binding as to all concerned. However, grievances which are processed through the grievance committee are appealable to the Chancellor only where they fall with the parameters set out in TBR Policy No. 1:02:11:00.

VII. ADDITIONAL REQUIREMENTS FOR GRIEVANCES ONLY

A. Grievances must be presented within thirty (30) days after the date of the occurrence giving rise to the grievance. If the grievance arises from repeated or continuing occurrence, the time limit is from the date of the last such occurrence. Any grievance not presented within the time limit is waived. Once a final determination is made, the employee may not present the same grievance again in an attempt to gain a more favorable decision.

B. The grievance should be stated in reasonable and temperate terms.

C. A grievance must contain the following information:

1. The grievant's name and job title;
2. The department in which the grievant is employed;
3. An explanation of the grievance;
4. Names of persons to whom the grievance has previously been presented and the date on which the grievance was presented to each;
5. Corrective action desired;
6. The date the written grievance is filed;
7. Signature of the grievant.

D. The grievance may be returned to the grievant for additional information or restatement in clearer terms at any step in the process.

E. All employees are entitled to be accompanied by an advisor at each step of the grievance procedure; however, the advisor may not act as an advocate, but may act as an advisor only.

F. Decisions should be based on full and fair consideration of all pertinent facts and circumstances.

G. Employees may pursue grievances during regular business hours. The institution will ensure that all parties have access to all persons, places, and official records for information necessary to the determination and processing of a grievance within specified time limits. This access shall not interfere with normal work-flow of the College. Any questions should be referred to the Director of Human Resources.

H. Grievances may be withdrawn in writing any stage of the procedure.

I. A grievance which is the subject of an action filed with an external body shall not be processed through this grievance procedure. The term "external body" includes a court or federal or state administrative body such as

J. The person or committee charged with making the decision at each step in the process has the responsibility and authority to conduct a thorough and independent investigation.

K. At any step in the grievance process, the President is authorized to grant reasonable extensions of the time limits upon a showing of good cause.

VIII. GRIEVANCE COMMITTEE

A. The President will establish a grievance committee to provide advice on those grievances which reach the final decision-making level. The committee will be chosen from the Grievance Committee Hearing Pool and will include at least one peer representative in accordance with Section II.C above.

B. Members of the committee will be selected to ensure that committee members will be disinterested in the outcome. Any committee member selected who has a particular interest in the outcome of the decision will be replaced with an alternate to avoid a biased decision. Every effort will be made to include minorities, i.e., ethnic minorities and women, in the composition of the committee.

C. Five individuals will serve on the committee. A chairperson will be selected by the committee. All members must be present for all proceedings.

D. The committee will conduct an independent and thorough investigation. In so doing, it will have the power to receive evidence from the grievant, gather evidence from other sources and call witnesses.

E. The procedures shall consist of a fact finding by the committee. The committee will hear each witness, including the grievant, separately. The grievant will be allowed to present any pertinent evidence to the committee and to have the committee call those witnesses who have testimony pertinent to the decision. All witnesses will swear or affirm the truthfulness of their testimony.

F. The Chairperson has the responsibility to:
   1) rule on questions of procedure,
   2) rule on the appropriateness of questions directed to any party, and
   3) assure that all witnesses have been heard.

G. The testimony of witnesses shall be tape-recorded under the control of the chairperson of the committee, and the tapes shall become an official part of the record.

H. The committee chairperson will prepare a written report within five (5) days which includes the fact findings and the committee's recommendation to the President. Upon receipt of the recommendation, the President may accept it or provide an appropriate alternative solution. The President's decision, together with a copy of the committee report, will be forwarded to the parties and the chairperson of the committee.

IX. MAINTENANCE OF RECORDS

A. Copies of written grievances/complaints and accompanying responses and documentation should be maintained in the office of the Director of Human Resources.

B. Copies of grievances/complaints and accompanying responses will be maintained for at least three years.

Date(s) revised: 7/1/90, 5/4/96
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference: 5:02:01:05
Original Date Effective: 1/11/88
Approved By: Cuyler A. Dunbar, President
Office Responsible: Vice President for Financial Services

TBR Guideline Reference: P-080
Revision Effective: 12/14/09
Approved By: Gary Goff, President

Subject: HARASSMENT – SEXUAL OR RACIAL

I. Purpose

This policy supplements TBR policies 2:01:10:01 and 5:01:02:00 relative to the orderly resolution of charges of sexual, racial, or other forms of harassment. Fair and prompt consideration shall be given to all charges of such harassment in accordance with the procedures set forth below. These procedures may be used by any employee, applicant for employment or student who believes he or she has been subjected to sexual, sexual orientation or gender identity, ethnic or national origin, age, or status as a covered veteran, or other forms of harassment.

Former employees or students may file complaints concerning conduct that took place during the time of employment or enrollment provided the complaint is timely filed, and the conduct has a reasonable connection to the institution.

All faculty members, students, and staff are subject to this guideline. Any faculty member, student or staff found to have violated guidelines by engaging in behavior constituting sexual or racial harassment of any form will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

All faculty members, students and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage harassment of any form, and are required to promptly report conduct that could be in violation of TBR and institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally.

II. General Statement

Harassment has been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. The institution may be held liable pursuant to Title VI or Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

A. Sexual Harassment

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment or of the individual’s status in a program, course or activity;

2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work
performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical. Some examples of behavior that may constitute sexual harassment are:

- Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances.
- Promising a work-related benefit or a grade in return for sexual favors.
- Suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments.
- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities.
- Suggestive or insulting sounds.
- Whistling in a suggestive manner.
- Humor and jokes about sex that denigrate or degrade men or women.
- Sexual propositions, invitations, or pressure for sexual activity.
- Use in the classroom of sexual jokes, stories, remarks or images in no way appropriate to the subject matter of the class.
- Implied or overt sexual threats.
- Suggestive or obscene gestures.
- Patting, pinching, and other inappropriate touching.
- Unnecessary touching or brushing against the body.
- Attempted or actual kissing or fondling.
- Coerced sexual intercourse.
- Sexual assault.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment.

Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Sexual assaults may be criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security, and crisis intervention centers may supersede or occur in addition to the process developed under this policy.
B. Racial Harassment

Generally, racial harassment is defined as any person’s conduct which unreasonably interferes with an employee’s or student’s status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable names or descriptions, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their coworkers.

IV. Consensual Relationships

Intimate relationships between supervisors and their subordinates, and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

IV. Procedures

A. General

1. The following procedures are intended to protect the rights of the aggrieved party as well as the party against whom a complaint of harassment is lodged, as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the individual charged. The office of General Counsel will always be consulted prior to investigation.

2. In situations that require immediate action because of safety or other concerns, the institution can take any disciplinary action which is appropriate pending the initiation of the investigation by the EEO/AA Officer. The office of General Counsel will be contacted before any immediate action is taken.

3. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA Officer responsible for assuring compliance with this policy, TBR policy and federal law.

B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to harassment at an institution or who believes that he/she has observed harassment taking place shall present the charge to the designated EEO/AA Officer responsible for compliance with Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972. Where the charge of harassment is against the EEO/AA Officer, the Vice President of Student Services will investigate the claim and carry out the responsibilities assigned to the EEO/AA officer pursuant to this policy. Where the charge of harassment is by one student against another student, the Vice President of Student Services or designee will investigate and resolve the complaint in accordance
with student disciplinary procedures. When the allegation of harassment is against the President, the EEO/AA shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.

2. Complaints must be brought within 365 days of the last incident of harassment. Complaints brought after that time period will not be pursued except under extraordinary circumstances. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period will be made in conjunction with Legal Counsel.

3. The EEO/AA Officer will make every attempt to get the aggrieved party to provide the charge in writing. The charge shall include the circumstances giving rise to the allegations, the dates of the alleged occurrences and names of witnesses, if any. The charge shall be signed by the aggrieved individual. However, where the aggrieved individual refuses to sign a written charge, the EEO/AA Officer will still investigate the allegations, and take appropriate action. Complaints made anonymously or by a third party must also be investigated to the extent possible.

4. If the complaint does not rise to the level of harassment, the complaint may be dismissed without further investigation after consultation with Legal Counsel. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the EEO/AA Officer and the investigation will be under the direction of Legal Counsel. All investigatory notes and documents shall be attorney work product. The Officer shall notify the President that an investigation is being initiated.

2. When the Respondent is a student, the Vice President of Students will investigate the complaint in compliance with the procedures outlined in this policy. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the college’s student disciplinary procedures.

3. When the Respondent is a student, all documentation shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA).

4. In consultation with, and under the direction of, Legal Counsel, the EEO/AA Officer shall conduct an investigation of the complaint. The purpose of the investigation is to establish whether there has been a violation of the guideline. In conducting the investigation, the Officer may interview the Complainant, the Respondent, and other persons believed to have factual knowledge related to the investigation.

5. To the extent possible, the investigation will be conducted in such a manner as to protect the confidentiality of both parties. However, the Complainant will be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. Information may need to be revealed to the Respondent and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. A Complainant may be informed that he or she wants to speak privately and in confidence about harassment, he or she may wish to consult with a social worker, counselor, therapist, or member of the clergy who is permitted, by law, to assure greater confidentiality. Additionally, the Complainant may be given assurances that measures will be taken against the Respondent should there be retaliation against him or her. Retaliation is prohibited and should be reported to the EEO/AA Officer immediately.

6. The EEO/AA Officer shall notify, in writing, the Respondent within five (5) working days of receipt of the complaint. The Respondent party shall respond in writing to the complaint within five (5) days of notification. The Respondent should be notified that any retaliation against the Complainant is strictly
prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.

7. The EEO/AA Officer shall meet with both parties for the purpose of resolving the complaint informally. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President.

8. If informal resolution is unsuccessful, the EEO/AA Officer shall conduct an investigation of the charge and submit a report to the President and the parties within twenty (20) working days following receipt of the complaint. In rare situations where more than twenty (20) working days is needed to complete the investigation, such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and to the Complainant. Each report shall outline the basis of the complaint including the dates of the alleged occurrences, the response of the Respondent, the findings of the EEO/AA Officer and all attempts to resolve the complaint informally, and recommendations regarding disposition of the complaint.

9. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this guideline. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure. It should also be noted that conduct which does not rise to the level of actionable harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.

10. The President shall review the Investigator’s report, make a final determination as to whether a violation has occurred and determine what the appropriate resolution should be. This determination shall be in writing, with copies provided to the Complainant and the Respondent.

11. If the investigation reveals that there is evidence to support the complaint, the President may meet with the Respondent and/or the Complainant party and attempt to resolve the problem by agreement.

12. If a violation of the policy is determined to have occurred, the Respondent shall be advised of his/her right to a hearing pursuant to the procedures set forth below. The Respondent must file the request for a hearing within ten (10) working days following receipt of the President’s determination.

D. Hearing

1. If the Respondent requests a hearing, he/she shall be advised of the established institutional procedures available for resolution of the matter in question which will generally be the procedure for the hearing of a grievance before a grievance committee.

3. The grievance hearing procedures shall include the following minimal requirements:

a. Notice to the Respondent of the hearing, which must include a summary of the facts that form the basis of the violation; the date, time and place of the hearing; and, the rights afforded the Respondent during the hearing process.

b. The right of the Respondent to present his or her case.

c. The right of the Respondent to be accompanied by an advisor who may assist the Respondent but may not advocate on his or her behalf.

d. The right of the Respondent to call witnesses in his or her behalf.

e. The right of the Respondent to confront and cross-examine witnesses against him/her.
3. In the following situations the Respondent must be given the option of either an institutional hearing, or of having the hearing held pursuant to the Tennessee Uniform Administrative Procedures Act (TUAPA):

   a. The Respondent is a support staff employee whom the President has determined should be demoted, suspended without pay, or terminated; or,

   b. The Respondent is a student whom the President has determined should be suspended or expelled.

The election of which hearing process to utilize must be in writing, signed by the Respondent, expressly waiving the TUAPA option.

If the Respondent elects to proceed pursuant to the TUAPA, Legal Counsel shall be notified immediately.

4. When an allegation involves a tenured faculty member, the same informal and formal procedures set out above shall be utilized. Tenured faculty members shall have the same right to elect hearing procedures as set out in this section. However, where the investigation results in a finding that the harassment policy was violated and the President concurs with that finding and determines that procedures pursuant to TBR Policy 5:02:03:00 should be undertaken in consideration of the termination of a tenured faculty member, the matter will then proceed directly to a hearing under either the institutional policy for termination of tenure or TBR policy 5:02:03:00.

Dates Revised: 11/21/90, 03/11/02, 05/12/03, 01/7/08, 12/14/09
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference:  
Original Date Effective:  1/11/88
Approved By:  Cuyler A. Dunbar, President
Office Responsible:  Vice President for Financial Services

TBR Guideline Reference:  P-090
Revision Effective:  
Approved By:  

Subject: NEPOTISM

Employment policies of Roane State Community College will be non-discriminatory in regard to the employment of members of the same family. Policies which set reasonable restrictions on an individual's capacity to function as judge or advocate in specific situations involving a member of his or her immediate family are permissible where they do not have the effect of denying equal employment opportunity to one sex or the other. Effective July 1, 1980, the Tennessee State Employees Uniform Nepotism Policy Act of 1980 prohibits the employment of two or more relatives within the same line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. The prohibition is not retroactive, and therefore does not affect relatives so employed prior to July 1, 1980.
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference:  
Original Date Effective: 6/1/89
Approved By: Sherry L. Hoppe, President
Office Responsible: Executive Vice President for Financial Services

TBR Guideline Reference:
Revision Effective: 11/10/08
Approved By: Gary Goff, President

Subject: IMMIGRATION REFORM ACT

The Immigration Reform and Control Act of 1986 imposes an affirmative duty on all employers to refrain from hiring known unauthorized aliens and to verify the status and identification of all new employees. The Employment Verifications System requires that the employers attest, under penalty of law, that the employee being hired is not an unauthorized alien by examining documents listed in Attachment A that establish both identity and employment eligibility.

Of the documents listed in Attachment A, the most readily available combination to be provided by most individuals would be a state driver's license and a social security card. It is the responsibility of cognizant officials of the institution to ensure that an unauthorized alien is NOT employed and to identify the documents reviewed to determine this fact. This law is applicable to all categories of employment at Roane State Community College; i.e., full-time and part-time administrators, faculty, professional non-faculty, clerical and support staff, adjunct faculty, and all categories of student employment. The eligibility/identification certification must be recorded on an official Department of Justice form, available from the Human Resources Office. The eligibility certification portion of the form must be completed and signed by the applicant for employment. The employer verification portion of the form must be completed and signed by the cognizant official of the College. A completed Employment Certification form must be completed within three working days and maintained in the official personnel file of each employee hired on or after June 1, 1987.

The following officials are responsible for insuring the accomplishment of the required eligibility/identification certification by category of employee prior to completion of the hiring process:

<table>
<thead>
<tr>
<th>Category</th>
<th>Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time/part-time regular administrative, faculty, professional non-faculty, and clerical and support staff</td>
<td>Director of Human Resources, Wellness and and Title VI Coordinator</td>
</tr>
<tr>
<td>Temporary administrative, faculty, professional non-faculty, and clerical and support staff</td>
<td>Hiring division head(s)</td>
</tr>
<tr>
<td>Part-time faculty</td>
<td>Division deans</td>
</tr>
<tr>
<td>College work/study program TBR Work Scholarship Program</td>
<td>Supervisor of student worker</td>
</tr>
<tr>
<td>Intramural activities</td>
<td>Asst. Vice President of Student Services and Dean of Students</td>
</tr>
<tr>
<td>Personal services contract</td>
<td>Division heads procuring services</td>
</tr>
</tbody>
</table>

The Director of Human Resources will stock and distribute the Department of Justice employment eligibility certification forms.
EFFECTIVE DATE: This policy is effective for all categories of employees hired on or after June 1, 1987.

Revised: 7/1/90, 11/3/08
Reviewed: 5/4/96
# LISTS OF ACCEPTABLE DOCUMENTS

## LIST A
**Documents that Establish Both Identity and Employment Eligibility**

<table>
<thead>
<tr>
<th>1. U.S. Passport (unexpired or expired)</th>
</tr>
</thead>
</table>

## LIST B
**Documents that Establish Identity**

<table>
<thead>
<tr>
<th>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
</tr>
<tr>
<td>3. School ID card with a photograph</td>
</tr>
<tr>
<td>4. Voter's registration card</td>
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<tr>
<td>5. U.S. Military card or draft record</td>
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<tr>
<td>6. Military dependent's ID card</td>
</tr>
<tr>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>8. Native American tribal document</td>
</tr>
<tr>
<td>9. Driver's license issued by a Canadian government authority</td>
</tr>
</tbody>
</table>

## LIST C
**Documents that Establish Employment Eligibility**

| 1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) |
| 2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1550) |
| 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal |
| 4. Native American tribal document |
| 5. U.S. Citizen ID Card (Form I-197) |
| 6. ID Card for use of Resident Citizen in the United States (Form I-179) |
| 7. Unexpired employment authorization document issued by DHS (other than those listed under List A) |

For persons under age 18 who are unable to present a document listed above:

| 10. School record or report card |
| 11. Clinic, doctor or hospital record |
| 12. Day-care or nursery school record |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference: 5:01:02:00
Original Date Effective: 2/20/89
Approved By: Sherry L. Hoppe, President
Office Responsible: Vice President for Financial Services

TBR Guideline Reference:
Revision Effective: 12/13/99
Approved By: Sherry L. Hoppe, President

Subject: HIRING AND RECRUITING

It is the policy of Roane State Community College to recruit and hire qualified faculty and staff. The college will ensure that all hiring decisions are made in conjunction with the guidelines of the Tennessee Board of Regents and the college's Affirmative Action Plan. The following guidelines will be used for hiring purposes:

I. The hiring supervisor must complete a Position Request Form and Appointment of Selection Committee Form (if required) and obtain the necessary approvals. The following steps outline the contents of the request and the forwarding procedures:

   A. Contents of Request Information
      1. Position description and qualifications
      2. Proposed advertisement and position announcement
      3. Qualification ratings
      4. Appointment of Selection Committee (if required)

   B. Forwarding Procedures
      1. Division Chair or Director obtains appropriate executive officer approval
      2. Division Chair or Director forwards to Director of Human Resources/Affirmative Action Officer
      3. Director of Human Resources forwards to Vice President of Financial Services
      4. Vice President of Financial Services forwards to President
      5. President forwards to Human Resources office
      6. Human Resources office forwards signed/approved Position Request Form to requester.

   C. Adjunct Faculty
      An adjunct (part-time) faculty applicant pool will be maintained in the Human Resources office. Qualified adjunct applicants files will be maintained for a minimum period of one (1) year from the date the file is completed. Solicited and unsolicited applications and resumes will be accepted year round for the adjunct applicant pool.

      Credentials for all faculty must be in accordance with the Faculty Credentials as outlined in RSCC Policy PA-27-01.

II. The Human Resources office will establish an open pool of applicants for administrative, support staff, and faculty positions according to the necessary qualifications for a position. Human Resources will provide this open pool of applicants to respective divisions when openings occur. Human Resources will replenish the pool of applicants using the following sources:
A. Recruitment Sources

1. Affirmative Action Coordinator
2. Professional organizations within the profession
3. Known minority, female, Vietnam era veterans, and disabled persons within the discipline field
4. Predominately black or female colleges/universities/schools
5. Classified ads
6. Knoxville Area Urban League
7. Private and government-sponsored referral and placement agencies
8. Major universities and colleges

B. Other methods of establishing pool

1. Telephone calls
2. Personal contacts
3. Letters
4. Advertisements
5. Contacts at meetings of professional organizations
6. Internet Postings

C. Human Resources will advertise all administrative and faculty positions for twenty (20) working days. All professional position postings are open until filled. The requesting supervisor will have the option of advertising administrative positions either internally or externally or both simultaneously. The advertising preference(s) should be indicated on the Position Request Form. Human Resources will advertise all support staff positions internally for five (5) working days. Temporary support staff employees can apply for internal positions if employed at the college for at least three (3) months. A supervisor, however, may request to advertise support staff positions both internally and externally simultaneously.

III. A search committee must be appointed for faculty, administrative and professional positions. A search committee is not required for support staff positions. Each committee must consist of at least two of the following:

1. Requesting supervisor and/or division head
2. Human Resources officer
3. Respective dean and/or executive officer of the requesting supervisor
4. A faculty member from the respective divisions

Each search committee must contain at least one female member, at least one male member, and at least one minority member.

Human Resources will provide the appropriate hiring official with a Qualifications Checklist of applicants who apply for the position and a copy of all resumes/applications of applicants meeting the minimum qualifications.

The search committee will screen all applications, conduct interviews and ascertain the qualified applicants for positions.

IV. No offers of employment shall be made until written approval has been obtained from the President. The search committee should use the following guidelines when ascertaining qualifications:

1. Complete a Confidential Rating Form on each applicant interviewed.
2. Conduct and complete a minimum of three telephone employment reference check sheets on the recommended applicant.
V. For all faculty positions, the committee chair shall arrange for candidates to be interviewed by
the committee to present a mini-teaching unit as part of the interview process. The committee chair shall
complete a Certification/Faculty Form to document compliance with the mini-teaching unit and oral
proficiency in the English language (TBR Policy 5:02:01:03) on the recommended candidate.

VI. For all positions, the president may interview the candidate to be recommended by the committee, before
the Employment Compliance Form and supporting documents are submitted to Human Resources.

VII. The department head/supervisor with the approval of the appropriate executive officer should (if person
approved by the President):

1. Complete the Employee Compliance Form
2. Submit the Confidential Rating Form, the Telephone Reference Checks, and the
   Employment Compliance Form to the Human Resources office
3. Submit the RSCC Certification/Faculty Form (Faculty Positions Only)

The Director of Human Resources/Affirmative Action Officer will review the material to ensure that all
affirmative action steps have been taken.

VIII. Once the search materials are approved for Affirmative Action Compliance, the Director of Human
Resources/Affirmative Action Officer will review the recommended salary of the candidate with the
Salary Equity Committee and make a salary recommendation to the president.

IX. Human Resources will forward the employment recommendation package to the president for approval.

X. Upon approval of the president (and TBR, if appropriate), the Human Resources office will send a copy
of the approved Employment Compliance form to the requester.

XI. The Human Resources office will make the official offer of employment, prepare an offer letter, prepare a
contract, and schedule a benefit/orientation meeting with the successful candidate.

Date(s) Revised: 4/3/89, 5/8/89, 7/1/90, 4/1/91, 3/29/96, 01/22/99, 12/13/99
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference:  5:01:00:00  
Original Date Effective:  11/10/89  
Approved By:  Sherry L. Hoppe, President

TBR Guideline Reference:  
Revision Effective:  5/2/96  
Approved By:  Sherry L. Hoppe, President

Office Responsible:  Vice President for Financial Services

Subject:  SALARY ADMINISTRATION PLAN

It is the policy of Roane State Community College to provide employees with a salary administration program that will establish internal equity, provide market competitiveness, and increase morale based on the availability of financial resources. Deviations from this plan may be necessary due to legislative and/or governing board actions.

Each position at Roane State will be classified based on the duties, skills, qualifications and responsibilities of the job. Each employee at the college who has performed satisfactorily during the year will receive an across-the-board increase. Merit pay will be given to reward administrative and support staff employees based on individual performance which is considered meritorious. Faculty, by majority vote, has elected not to participate in merit pay. Salaries of all new hires will be reviewed by a salary equity committee. The committee shall be comprised of the Director of Human Resources, the Vice-President of Academic Services and the Vice-President of Financial Services. The appropriate executive committee member and the president must approve all salary offers and increases.

Salary increases will not be approved for employees transferring from one position to another at the same or lower level. A decrease in salary may be appropriate when employees accept a transfer to a lower level position. Decreases should be discussed with the Director of Human Resources prior to divisional action and shall be reviewed by the Salary Equity Committee. Generally, salary changes based on changes in skill level or responsibilities will be considered only in the regular budget cycles.

New employees, based on qualifications, will be hired at the proper job classification and salary range. Exceptions below the minimum range may be made for student trainees.

When support staff employees are promoted, their salary will be either increased to at least the minimum of the new salary range or three percent (3%) per skill level, whichever is greater. Placement in the new range must be coordinated with the Director of Human Resources. Whenever administrative staff are promoted, an appropriate salary will be determined by the Salary Equity Committee and will be based on comparable positions at the institution. However, if an employee’s title changes with no change in responsibilities, a salary increase will not occur.

In general, when an administrative, support staff, or faculty member earns an initial degree or an additional degree, a three percent (3%) salary increase will be provided for an associate, bachelors or masters degree; and a five percent (5%) increase will provided for a Ph.D. or Ed.D. Faculty increases will be provided for degrees appropriate to the teaching discipline.

A salary equity review will be conducted by the Salary Equity Committee on faculty who have completed the credit hour increments or a degree in accordance to policy AA-04-01 through July 1, 1994. Faculty who have not obtained 30 credit hours above the masters degree as of July 1, 1994 will operate under the policy as revised May 15, 1994 including three to five percent (3-5%) increase as indicated above.

Eligible employees who receive a CPS Certificate will receive a nine percent (9%) salary increase in accordance with state legislation.

All salary increases will be rounded to the nearest dollar and are subject to availability of funding.
ROANE STATE COMMUNITY COLLEGE

TBR Policy Reference:  

Original Date Effective: 2/20/89

Approved By: Sherry L. Hoppe, President

Office Responsible: Vice President for Students and Enrollment Management

TBR Guideline Reference:  

Revision Effective: 6/02/08

Approved By: Gary Goff, President

Subject: DRUG-FREE ENVIRONMENT

Roane State Community College supports the provision of a drug-free environment by:

(a) providing notice to all employees and students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, and that violation of any of these prohibitions may result in termination or expulsion;

(b) establishing a drug-free awareness program to inform employees and students about:

(1) the dangers of drug abuse in the workplace;
(2) the college policy of maintaining a drug-free environment;
(3) the availability of drug counseling referral services;
(4) the penalties that may be imposed for drug abuse violations (termination of employees or dismissal for students);
(5) notification of Roane State administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

(c) providing any person employed under a grant of federal monies notice that as a condition of employment under the grant, the employee will:

(1) abide by the terms of paragraph (a);
(2) and that the college would provide notice of the violation to the appropriate federal agency within ten days after receiving notice under subparagraph (b) (5), and take appropriate personnel action against the employee up to and including termination or requiring the employee to participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency;

(d) providing that any student receiving federal grants, as a condition of the grant, will certify that they have not been convicted for the possession or sale of illegal drugs for an offense that occurred while they were receiving federal financial aid.

Revised: 3/27/89, 7/1/95, 11/15/99, 12/04/06, 5/21/08
1. Title of position applied for (a separate application is required for each position):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

POSITIONS

2. Name ________________________________________________________________
   (last)   (first)   (middle)

3. Present Address _______________________________________________________
   (street)
   (city)   (state)   (zip)

4. Social Security No. ____________________________________________________

5. Telephone No.  (home)___________________ (business) ________________ (cell) ______________
   E-mail Address (optional)______________________________________________

6. An affirmative response to the following question will not necessarily be a bar to employment.
   Factors such as age, elapsed time, seriousness, nature and rehabilitation will be taken into account.
   Have you been convicted for a violation of the law other than a minor traffic violation in the past seven years?  Yes ____  No ____
   If "yes," explain: ______________________________________________________
   ____________________________________________________________
   ____________________________________________________________

PERSONAL DATA

7. Will you accept temporary employment for six months or less? Yes ____  No ____

8. Will you accept part-time employment?  Yes ____  No ____

9. Check the counties in which you will accept employment:  ____Anderson  ____Blount
  ____Campbell  ____Cumberland  ____Knox  ____Loudon  ____Morgan  ____Roane  ____Scott

10. In case of accident notify _____________________________________________
    or ____________________________________________
11. Circle highest grade completed.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | (other) |

12. GED Certificate? Yes ____ No ____ Certificate issued by:

(name of school) (address)

13. Name of last school attended:

<table>
<thead>
<tr>
<th>School Name &amp; Address</th>
<th>Qtr Hours Completed</th>
<th>Date of Graduation</th>
<th>Major</th>
<th>Minor</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>Two Year College</td>
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<tr>
<td>Four Year College</td>
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<td>Graduate</td>
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<td>Post Graduate</td>
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<td>Business School</td>
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<td>Voc./Trade School</td>
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<td>Special/Other</td>
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</tbody>
</table>

14. Are you licensed to practice any profession? Yes ____ No ____

(profession) (license no.) (by) (date)

15. What kind of machinery (office, plant, construction, etc.) can you operate efficiently?

16. If required by the job for which you are applying, do you have a valid driver’s license? Yes ____ No ____

Chauffeur’s license (number)
It is important for you to furnish a sufficiently detailed statement of your work history including military history. Consideration for employment and evaluation of education and experience is based solely upon information in this section. List work history beginning with your present or last employer. Use a separate block for each position. Account for all periods of employment. Under “Description of duties” list any supervisory or administrative responsibilities, research projects, surveys, etc.

If additional space is needed, please attach separate sheet.

17. Name of employer ______________________________________
    Mailing address ________________________________________
        (city) (state) (zip)
    Name and Title of Supervisor ____________________________
    Telephone No. _________________________________________
    Business address if different from employer ________________
    Description of your duties ________________________________

    Total months worked __________________________
    Reason for leaving ________________________________
        ________________________________________________
    Machines operated _________________________________
    Number of employees you supervised _________________

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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<table>
<thead>
<tr>
<th>ANNUAL</th>
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<tbody>
<tr>
<td>$ _____ (starting salary)</td>
</tr>
<tr>
<td>$ _____ (last salary)</td>
</tr>
</tbody>
</table>

18. Name of employer ______________________________________
    Mailing address ________________________________________
        (city) (state) (zip)
    Name and Title of Supervisor ____________________________
    Telephone No. _________________________________________
    Business address if different from employer ________________
    Description of your duties ________________________________

    Total months worked __________________________
    Reason for leaving ________________________________
        ________________________________________________
    Machines operated _________________________________
    Number of employees you supervised _________________

<table>
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<tr>
<th>From</th>
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<table>
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<tr>
<th>ANNUAL</th>
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<tbody>
<tr>
<td>$ _____ (starting salary)</td>
</tr>
<tr>
<td>$ _____ (last salary)</td>
</tr>
</tbody>
</table>
19. Name of employer ____________________________________________

Mailing address ____________________________________________

(city) (state) (zip)

Name and Title of Supervisor ______________________________________

Telephone No. ____________________________________________

Business address if different from employer ____________________

Description of your duties ______________________________________

Total months worked ________________________________

Reason for leaving _________________________________________

______________________________________________________________

Machines operated ________________________________________

Number of employees you supervised ________________________

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</table>

20. Are any of the employers listed above a state agency?
   _____ yes    _____ no

21. Please indicate if any of the above listed supervisors should not be contacted.
    If additional space is needed, please attach a separate sheet.

    ______________________________________________________________
    ______________________________________________________________

22. Give at least four references other than relatives or supervisors listed above.

    (name) (telephone no.) (known how long)
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________

23. I hereby certify that all the information given herein is true and complete to the best of my
    knowledge and belief. I also authorize any necessary investigations and the release of transcripts
    and other personal information relative to my employment.

    Signature ___________________________ Date __________

You must sign your application

ROANE STATE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Roane State Community College offers employment to qualified persons regardless of race, color, religion, ethnic or national origin, age, personal handicap or sex. These policies are in compliance with the requirements of Titles VI & VII of the Civil Rights Amendments of 1972, the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and all other applicable federal, state and local statutes, ordinances and regulations. Reasonable accommodations will be made for applicants with disabilities.

RSCC is a TBR Institution and an AA/EEO Institution. RSCC Publication #05-033.
Additional Employment History

Name of employer ____________________________________________

Mailing address ____________________________________________
(city) (state) (zip)

Name and Title of Supervisor ________________________________

Telephone No. _____________________________________________

Business address if different from employer ____________________

Description of your duties __________________________________

Total months worked _______________________________________

Reason for leaving _________________________________________

Machines operated _________________________________________

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(city) (state) (zip)

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Telephone No. _____________________________________________

Business address if different from employer ____________________

Description of your duties __________________________________

Total months worked _______________________________________

Reason for leaving _________________________________________

Machines operated _________________________________________

Number of employees you supervised _________________________

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Mailing address ________________________________________________
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  (zip)
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Telephone No. ________________________________________________
Business address if different from employer ____________________________
Description of your duties ________________________________________

_________________________________________________________________

Total months worked ____________________________
Reason for leaving ____________________________________________
_________________________________________________________________
Machines operated ____________________________________________
Number of employees you supervised ____________________________

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<td>(last salary)</td>
</tr>
</tbody>
</table>

Name of employer ____________________________
Mailing address ________________________________________________
  (city) ____________________________ (state) ____________________________
  (zip)
Name and Title of Supervisor ________________________________
Telephone No. ________________________________________________
Business address if different from employer ____________________________
Description of your duties ________________________________________

_________________________________________________________________

Total months worked ____________________________
Reason for leaving ____________________________________________
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Machines operated ____________________________________________
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</tbody>
</table>
This form is to be used for recommendations for all staff and faculty appointments. The appropriate supervisor must sign the compliance report and route it with all relevant data (completed application, resume, transcripts, and references) to the appropriate Vice President and the President. When the AA/EO Office has affirmed all procedures and policies have been followed, the application is given to the Salary Equity Committee for review. The Salary Equity Committee makes a salary recommendation and forwards it to the President for approval. Only after the President has signed the Employment Compliance Form can a job offer be made by Human Resources.

Name: ___________________________ Position: ___________________________
(Person Recommended)

Classification: ___________________________ Expected Date of Employment: ___________________________

1. A. Briefly enumerate steps taken in seeking applicants for this position:

   B. Document below contacts with other-race applicants: (for faculty and administrative positions only)

2. Briefly enumerate steps taken in screening applicants for this position:

3. Number of present employees who applied: ___________________________
   Number of employees interviewed: ___________________________
   Was a present employee promoted? (yes) (no)

4. Briefly summarize sex and ethnic identity of applicants:

5. In considering all applicants for this position, list reasons why this candidate is recommended:

6. I certify that established employment procedures have been followed in the selection of this candidate. If a faculty appointment, I also certify the appointee has successfully completed a mini-teaching unit in the course discipline and can communicate effectively with students in the English language in compliance with TBR Policy number 5:02:01:03.

   (Appropriate Supervisor) ___________________________ Date ___________________________

   (Human Resource/AA Coordinator) ___________________________ Date ___________________________

7. Number years experience in higher education (By Supervisor): ___________________________
   Number years related experience (By Supervisor): ___________________________

8. Salary Recommendation (By Supervisor): ___________________________
   (Initials of Salary Equity Committee Member)

9. Approved:
   Executive Officer ___________________________ Date ___________________________

   President ___________________________ Date ___________________________

Original - Human Resource Office   Yellow Copy - Supervisor   Pink Copy - Executive Officer   Gold Copy - Payroll
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last | First | Middle Initial | Maiden Name
---|---|---|---
Address (Street Name and Number) | Apt. # | Date of Birth (month/day/year)
City | State | Zip Code | Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #)
- An alien authorized to work (Alien # or Admission #)

until (expiration date, if applicable - month/day/year)

Employee's Signature

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature | Print Name
---|---
Address (Street Name and Number, City, State, Zip Code) | Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

| List A | OR | List B | AND | List C |
---|---|---|---|---|
Document title: | | | | |
Issuing authority: | | | | |
Document #: | | | | |
Expiration Date (if any): | | | | |
Document #: | | | | |
Expiration Date (if any): | | | | |

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative | Print Name | Title
---|---|---
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code): | Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) | B. Date of Rehire (month/day/year) (if applicable)
---|---
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: | Document #: | Expiration Date (if any):
---|---|---
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative | Date (month/day/year)
---|---

Form I-9 (Rev. 08/07/09) Y Page 4
### Lists of Acceptable Documents

All documents must be unexpired.

#### List A
Documents that Establish Both Identity and Employment Authorization

<table>
<thead>
<tr>
<th>1. U.S. Passport or U.S. Passport Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
</tr>
<tr>
<td>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
</tr>
</tbody>
</table>

#### List B
Documents that Establish Identity

| 1. Driver's license or ID card issued by a State or territory that contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 3. School ID card with a photograph |
| 4. Voter's registration card |

#### List C
Documents that Establish Employment Authorization

| 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States |
| 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or other authority of the United States bearing an official seal |
| 5. Native American tribal document |
| 6. U.S. Citizen ID Card (Form I-197) |
| 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| 8. Employment authorization document issued by the Department of Homeland Security |
| 9. Driver's license issued by a Canadian government authority |
| 10. School record or report card |
| 11. Clinic, doctor, or hospital record |
| 12. Day-care or nursery school record |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
POSITION REQUEST FORM
ROANE STATE COMMUNITY COLLEGE

ADVERTISING METHOD: ( ) NEW POSITION ( ) VACANT POSITION
( ) Internal ( ) External

TO ADVERTISE A REGULAR POSITION

NOTE: Use this form to request the advertisement of a part or full time regular position. Please complete all spaces below, obtain the necessary signatures of request, and return to the Personnel Office as a final step. Upon approval and distribution of the announcement, you will receive a copy of the announcement, and further information on the process of filling the position. (Please print or type the information provided.)

APPLICATION DEADLINE: All positions will remain open until filled. Screening will begin 7 days after position is opened for support staff and 30 days for faculty and administrative positions.

POSITION TITLE: ____________________________

DESCRIPTION OF DUTIES: (List one to five, be specific, avoid such phrases as "and other duties as assigned.")

QUALIFICATIONS/RATINGS: (List one to five: degree or non-degree, experience desired, special skills or talent. Rate each qualification according to importance on a scale of 1-5 with 5 being the highest.)

Qualifications: ____________________________
Ratings: ____________________________

STARTING DATE: (Appropriate time at which employment would begin.)

REASON FOR POSITION: ____________________________

BUDGETARY AND REQUEST INFORMATION:

POSSESSION FLAGS:

HRS ACCOUNT NUMBER: ____________ TYPE: _______ BASE: _______ STAT: _______
HRS POSITION NUMBER: ____________ ROLL: _______ P/T: _______ DIV: _______
AMOUNT BUDGETED: ____________ DEPT: _______ UNIT: _______

SIGNATURES: ____________________________
All signatures are needed before action can be taken.

Date ____________________________ Requested By
Date ____________________________ Human Resources/AA Coordinator
Date ____________________________ Executive Officer
Date ____________________________ Vice President of Finance
Date ____________________________ President

Original - Human Resources Office
Yellow Copy - Payroll Office
Pink Copy - To Be Returned To Requester
Gold Copy - File

PER/G-122 09/96

RSCC Publication # 96-067
TENNESSEE BOARD OF REGENTS
FACULTY/ADMINISTRATIVE/PROFESSIONAL STAFF
TUITION OR MAINTENANCE FEE REIMBURSEMENT PROGRAM
RECOMMENDATION/CONTRACT FORM

This program is designed to provide maintenance or tuition-related fees only for an individual who takes
credit courses on a part-time basis — either at his or her own or at another institution — while continuing work
responsibilities at the home institution/technology center/Central Office.

Employee Name: ____________________________  SS#: ______________________

Department: ____________________________  Job Title: ____________________________  Acct. # _____________

Current Degree Status: ____________________________
(Degree and Area)  Additional Hours ________
Beyond Degree (No.)

Please provide answers to the following questions:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who
has been employed at the home institution/technology center/Central Office six months?

   Yes ☐  No ☐

2. Will the proposed study for which support is recommended enhance the employee's value to the home
institution/technology center/Central Office as defined below? (Check appropriate purposes)

   ☐ Support for person working toward the doctorate or other terminal degree
   ☐ Support for person pursuing a degree below the doctorate in a technical or professional description
   ☐ Support for personnel training or retraining to enhance expertise needed by the
   institution/technology center/Central Office.
   ☐ Other (Explain) ____________________________

3. Intent for use of tuition or maintenance fee reimbursement

   a. Location of proposed study ____________________________
   b. Term/Yr. of proposed study ____________________________
   c. Course(s)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Term</th>
<th>Cr. Hours</th>
<th>Time</th>
<th>Days</th>
<th>Maintenance Fee/Tuition</th>
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</tbody>
</table>

Employees Using Tuition Reimbursement for Graduate course ONLY:

   "See guidelines below for explanation of tax provisions regarding graduate courses"

   Job Related: ☐ YES ☐ NO  If yes, please explain how this course is related to your job:

   ____________________________

   Total Reimbursement Requested: $ ____________________________

Rev. 2/11 (HR)
Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per semester or session. This maximum does not apply for summer study.

4. In requesting support for tuition or maintenance fee reimbursement, do you agree with the stipulations listed in a – d (below)?  □ Yes  □ No

   a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the institution/technology center/Central Office for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

   b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Institutions/technology centers/Central Office may provide reimbursements at the times fees are due.

   c. Courses should be scheduled in counsel with the supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, has been approved.

   d. It is recommended that complete materials supporting the individual’s request be maintained on campus. It is further recommended that each recipient be required to provide the Office of Human Resources with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the office of Human Resources immediately.

Signed: ___________________________________________  Date: _______________

Employee Signature

Approvals: ___________________________________________  Date: _______________

Supervisor/Department

Date: _______________

Vice Chancellor/Department Head

Date: _______________

Human Resources Officer

Date: _______________

Chancellor or Designee

Date: _______________

Rev. 2/11 (HR)
TENNESSEE BOARD OF REGENTS
CLERICAL AND SUPPORT STAFF
TUITION OR MAINTENANCE FEE REIMBURSEMENT PROGRAM
RECOMMENDATION/CONTRACT FORM

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at the home institution/technology center/Central Office.

Employee Name: ___________________________ SS#: ___________________________

Department: ___________________________ Job Title: ___________________________ Acct. #: ___________________________

Current Degree Status: ___________________________ (Degree and Area) Additional Hours ___________________________

Beyond Degree (No.) ___________________________

Please provide answers to the following questions:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at the home institution/technology center/Central Office six months?

   Yes □ No □

2. Will the proposed study for which support is recommended enhance the employee's value to the home institution/technology center/Central Office as defined below? (Check appropriate purposes)

   □ Support for person working toward the doctorate or other terminal degree
   □ Support for person pursuing a degree below the doctorate in a technical or professional description
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__________________________

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b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Institutions/technology centers/Central Office may provide reimbursements at the times fees are due.
   
c. Courses should be scheduled in consultation with the supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, has been approved.
   
d. It is recommended that complete materials supporting the individual’s request be maintained on campus. It is further recommended that each recipient be required to provide the Office of Human Resources with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the office of Human Resources immediately.

Signed: ___________________________  Date: ____________
          Employee Signature

Approvals: ___________________________  Date: ____________
          Supervisor/Department

          Date: ____________

          Vice Chancellor/Department Head

          Date: ____________

          Human Resources Officer

          Date: ____________

          Chancellor or Designee
Roane State Community College
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT

Directions: Complete Section I and forward this form to the Human Resources Office prior to registration for processing. If approved, the original and two (2) copies will be returned to you. The original and one (1) copy must be presented by your spouse or dependent to the fee cashier at registration at the campus where enrolled. Retain the third copy for your records.

SECTION I

Employee Name ________________________________ Social Security Number ________________________________ Department ________________________________

Spouse/Dependent Child Name ________________________________ Social Security Number ________________________________

Relationship: ( ) Spouse ( ) Dependent Child
Age if dependent

Employee Certification: I hereby certify that the above information is correct and that I am currently an employee at a TBR institution or area school. I also certify that I and my spouse or dependent meet the eligibility requirements for fee discount in accordance with TBR Policy No. 5:01:04:50, Fee Discounts for Spouses and Dependent Children of Employees. I understand that it is my responsibility to notify the Human Resources Office of any change in my eligibility for this benefit.

Employee Signature ________________________________ Date __________

SECTION II

Completed by the Human Resources Office

Date of Regular Employment (m/d/yr) ________________________________ Percent/Full-time ________________________________

Human Resources Dean ________________________________ Date __________

SECTION III

Completed by the Cashier

Fee Receipt Number ________________________________ Amount ________________________________ Date __________ Initials ________________________________

Routing to be completed by Human Resources after approval:
White Original - Requester/cashier Yellow - Requester/cashier Pink - Requester Goldenrod - Personnel file of employee
ROANE STATE COMMUNITY COLLEGE
HIGHER EDUCATION EMPLOYEE FEE WAIVER – PC 191

Directions: Complete all spaces below, obtain necessary signatures and return to the Human Resources Office as a final step. Please print or type.

Section I Completed by requesting employee.

Employee Name ___________________________ Social Security Number ___________________________

Institution where employed full-time ___________________________ Address of Institution ___________________________

I request to enroll in a course during the ___________________________ term

at ___________________________, ___________________________.

(name of institution) (address of institution)

The course in which I wish to enroll is ___________________________,

(title and number)

which carries ________ hours of credit and meets from ________ to ________ o’clock

on ___________________________ from ___________________________ to ___________________________.

(days of week) (date start) (date end)

☐ Undergraduate ☐ Graduate ☐ For Credit ☐ Audit

Does the tax exemption regarding graduate courses as explained in the instructions on the reverse apply to this course?

_____ Yes _____ No

If you answer yes, please explain how this course is related to your job:

________________________________________________________________________

________________________________________________________________________

I understand the conditions affecting my enrollment in this course.

Employee signature ___________________________ Date ___________________________

SECTION II Completed by employee’s supervisor.

This request is approved. I certify that

is a full-time employee of this Institution who is under my direct supervision.

Supervisor name ___________________________ Title ___________________________

Supervisor signature ___________________________ Date ___________________________

SECTION III Additional Required Approvals.

Department Head signature ___________________________ Date ___________________________

Human Resources signature ___________________________ Date ___________________________

NOTE TO ACCEPTING INSTITUTION: ROANE STATE HAS APPROVED THIS EMPLOYEE TO PARTICIPATE IN THE PC 191 PROGRAM ON A FEE WAIVER BASIS ONLY. ROANE STATE WILL NOT BE LIABLE FOR ANY FEES DUE AS A RESULT OF THE ABOVE EMPLOYEE’S ENROLLMENT IN THE REFERENCED CLASS.

Routing to be completed by Human Resources after approval:

White Original - Requester Yellow - Roane State Community College Business Office
Pink - Requester Goldenrod - Personnel file of employee
Roane State Community College

EMPLOYEE AUDIT/NON-CREDIT PROGRAM

This program is designed to provide course or maintenance fees only for an employee who takes courses on an audit/non-credit basis at a Tennessee Board of Regents Institution with continuing work responsibilities at the home institution. Please refer to the back of this form for information on the Tennessee Board of Regents Policy 5.01.04:00 part III.

INSTRUCTIONS: Please complete Section I below and forward this form to your immediate supervisor for proper processing prior to registration. If approved, the original and copies will be returned to you for use when registering. Allow two weeks for processing and do not register until you receive approval.

I. (To be completed by the employee)

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Social Security No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Department:</td>
<td>Semester:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER (S)</th>
<th>TITLE</th>
<th>CR. HRS. OR CEU'S</th>
<th>CLASS PERIOD</th>
<th>DAY (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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</tbody>
</table>

The class(es) will be taken for: (check one)    audit    non-credit

Briefly state the reason for this request:

I have read the policy as stated herein and shall comply with these directives.
(refer to the back of this form)

Employee Signature: ___________________________ Date: _____________

II. (Approval/Recommendation)

Supervisor
Signature: ___________________________ Date: _____________

III. (Employment Certification)

Date of Regular Employment: ___________________________ Percentage of Employment:

Human Resources Dean
Signature: ___________________________ Date: _____________

Routing to be completed by Human Resources after approval
White Original    Employee for Registration
Pink              Employee for Registration
Yellow            Employee for Registration
Gold              Employee File in Human Resources

RSCC is a Tennessee Board of Regents Institution and an AA/EEO Institution. RSCC Publication #06-022.