

Material Set II- Item 1
Faculty and Staff Handbook

Northern is in the process of revising its Personnel Handbook. When the revised document is completed, it will be mailed to the Team Members.

At the current time, individuals are given the materials on the following pages upon initial hiring in lieu of a personnel handbook. Similarly, current College personnel are referred to the Webpage for any policies or procedures which impact employment conditions.

The College is in the process of developing an updated Employee Reference Manual. Until such time, all employees may reference the following links for the rules, and administrative policies which serve as the official regulations for all employment. If you have any questions, please contact your supervisor or the Chief Human Resource Officer for further information.

Links to College and State Rules, Regulations and Procedures

College Approved Board of Governors Rules:

<http://www.wvncc.edu/BoardOfGovernors/RulesApproved.htm>

College Board of Governors Rules Pending:

<http://www.wvncc.edu/BoardOfGovernors/RulesUnderReview.htm>

Administrative Policies

<http://www.wvncc.edu/offices-and-services/administrative-procedures/701>

Community and Technical College System of WV Rules:

<http://www.wvctcs.org/polprod.asp>

West Virginia Codes:

<http://www.legis.state.wv.us/WVCODE/Code.cfm>

Signature

Date

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Rule Number	Rule Name	Rule Procedure if applicable	Applicable Forms	BOG Approval Date (under construction)
NC-3000	Academic Freedom			3/25/2004
NC-3001	Academic Integrity and Student Responsibilities			12/6/2005
NC-4013	Acceptance of Advanced Placement Credit			2/24/2011
NC-2002	Access To Personnel Files			3/25/2004
NC-2003	Adjunct and Part Time Faculty Appointment			11/20/2003
NC-2004	Administrators with Faculty Rank Teaching			6/24/2004
NC-2005	Alcohol and Drug Free Environment			3/25/2004
NC-2006	Annual Leave			3/25/2004
NC-3002	Assessment			8/22/2002
NC-4008	Bookstore and Textbook			1/27/2011
NC-4000	Cancellation of College Classes			6/24/2004
NC-5000	Cash Management			
NC-4010	Catalog Rule			12/6/2005
NC-2007	Catastrophic Leave			3/25/2004
NC-2030	Classified Employee Salary Rule			2/26/2009
NC-2008	Classified Staff Performance Appraisal			
NC-2009	Classified Staff Work Schedule and Records Rule		Overtime Request-Settlement Form	2/26/2009
NC-2010	Closing the College	College Closing Process Instructions		3/25/2004
NC-5001	Credit Cards for Students			10/23/2003
NC-1001	Crime Awareness and Campus Security			3/25/2004
NC-5002	Debt Collection			3/24/2005
NC-2031	Disciplinary Action Rule		Improvement Plan 1-11 Sample	4/1/2009
NC-2001	Educational Release Time	Educational Release time request procedure	Educational Release Time Request form	9/1/2008

(updated 10-29-09)					
NC-2011	Emeritus Status for Retired Faculty and Administrative Officers	Emeritus Status Criteria Procedure	Nomination Forms: Administrative Officer Faculty	6/1/2009	
NC-2000	Employee I D Rule			4/1/2008	
NC-2013	Equal Employment Opportunity and Affirmative Action	Discrimination Appeal Procedure		6/24/2004	
NC-2014	Ethics Conflict of Interest			3/25/2004	
NC-2015	Faculty Evaluation and Promotion		Faculty Professional Plan and Evaluation forms 1-1-2012	1/23/2003	
NC-2016	Faculty Instructional Workload			5/23/2002	
NC-2017	Faculty Professional Development			6/24/2004	
NC-2018	Faculty Salary Rule			3/1/2009	
NC-3003	Flexible Learning Methodology			3/2/2001	
NC-1002	Freedom of Information Act			3/25/2004	
NC-2019	Full Time Faculty Appointment and Status			6/24/2004	
NC-2020	Full Time Faculty Termination			6/24/2004	
NC-1005	Fundraising	Fundraising Rule Procedure	Fundraising Forms	9/1/2010	
NC-3006	General Education			2/24/2011	
NC-2024	Harassment and Discrimination			7/1/2011	
NC-4001	Higher Education Adult Part-Time Student Grant Program			6/24/2004	
NC-2021	Holidays			6/24/2004	
NC-3007	Major Reduction or Discontinuance of a Program			1/27/2011	
NC-3004	Multi-Year Process for Curriculum Evaluation			9/27/2011	
NC-2032	Nepotism			2/24/2011	
NC-2029	Non-Classified Salary Rule			8/27/2009	
NC-5007	Payment Card Rule	Payment Card Procedures		8/1/2008	
NC-2022	Posting of Classified Position Vacancies			4/29/2004	
NC-3005	Program Review Rule			2/29/2008	
	Protocol for Governance by Policy			4/29/2004	
NC-4015	Public School Service Program			2/24/2011	
NC-5003	Purchase Card			10/28/2004	
NC-5008	Purchasing Rule			10/28/2004	
NC-1003	Red Flag Rule			11/1/2009	
NC-4002	Renewal of Promise Scholarship			12/6/2005	
NC-4003	Residents and Non-Residents for Admission and Fee			12/6/2005	
	Role of Adjunct				

NC-2033	Faculty and the Appropriate Balance Between Full-time Faculty and Adjunct Faculty			2/24/2011
NC-8000	Rule Processing Rule	Rule Processing Procedure Flow Chart	Blank Rule Document	12/29/2008
NC-2023	Sabbatical Leave			12/24/2005
NC-1004	Sexual Assault Rule			4/1/2008
NC-2025	Sick Leave			6/24/2004
NC-2026	Social Justice			3/25/2004
NC-4004	Standards of Academic Progress			4/28/2005
NC-4009	Student Code of Conduct			10/26/2006
NC-4007	Student ID Rule			2/29/2008
NC-1006	Tobacco-Free Campus	Effective November 15, 2012	Brochure Map Calendar of cessation sessions	4/26/2012
NC-4005	Tracking Written Student Complaints			6/24/2004
NC-5004	Travel Regulation Applicable to Employees and Governing Board Members			1/29/2004
NC-5005	Tuition and Fees plus Assessment Payment and Refunds			3/24/2005
NC-5006	Use of College Property			6/24/2004
NC-7000	Web Accessibility			3/22/2007
NC-2028	Workplace Standards of Conduct			3/25/2004

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