



## **EMPLOYEE POLICIES & PROCEDURES**

I, \_\_\_\_\_, understand that Coastal Bend College will send the Policies & Procedures listed below to my designated email address.

I understand that it is my responsibility to review and comply with the following Coastal Bend College Policies and Procedures and any revisions made to them:

Drug-Free Workplace Policies

Campus Crime & Statistics

Americans with Disabilities Act Information

Minor Children on Campus

Donation to the General Scholarship Fund

Harassment Policies & Procedures

Use of Tobacco Concealed

Concealed Weapons

Employee Standards of Conduct

Employee Welfare

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

# **Coastal Bend College Policies & Procedures**

## **Drug Free Workplace Policies:**

Employees or students who have drug or alcohol problems must seek counseling. Substance abuse or failure of rehabilitation therapy may lead to job termination following due process procedures outlined in the policy manual.

Employee:

[DI \(Local\)](#)

[DI \(Exhibit\)](#)

Student:

[FLBE \(Local\)](#)

[FLBE \(Exhibit\)](#)

Each employee shall abide by policies in this document, and in the policy manual. Employees must notify the college president of any on-campus criminal drug statute violation within five days of a plea of guilty by a trial court.

Within 30 days of receiving such notice described above for a workplace drug statute violation, policy requires the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by governing entities.

The telephone number for CBC Dean of Student Services Office is 361-354-2725. The office personnel will make appropriate referrals to area treatment centers. No punitive actions will be taken against first-offenders participating in rehabilitative drug or alcohol abuse counseling.

The possession of the following substances on campus, or at college-sponsored student activities, is an offense: **1.**

Any controlled substance or dangerous drug is defined by law. That includes any non-prescription marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate; **2.** Alcoholic beverages;

**3.** Abusable glues, aerosols, or other volatile chemical inhalation substances;

**4.** Other intoxicants, mood-changing, non-prescription, mind-, or behavior altering chemicals.

The transmittal, sale, or attempted sale of any of the above-listed substances is prohibited under this policy. Those who use drugs authorized by licensed physicians, and legally prescribed specifically for that individual's uses, are not in violation.

## **Campus Crime & Institutional Response:**

In case of a crime on campus, call the local police first to report the crime, then call the Coastal Bend College Police Department. Once the local police and the CBC police department has been notified then contact the appropriate Site Director. Employees and students are to report any campus crimes. If and when anyone is identified and charged with the crime, the Dean of Student Services or the appropriate Campus Director/Coordinator will initiate appropriate suspension (as warranted). Anyone subjected to disciplinary proceedings shall be afforded due process outlined in the policy manual. Victims of violence will have access to the institutional disciplinary proceedings against the alleged perpetrator of the crime.

Coastal Bend College, in compliance with the Crime Awareness and Campus Security Act of 1990, continually collects statistics on campus crime. An annual report is prepared and distributed to students and employees. The following statistics have been reported for the past three years by the chiefs of police, Alice, Beeville, Kingsville, and Pleasanton and the Bee County Sheriff's Department. [2021AnnualSecurityandFireSafetyReport.pdf \(coastalbend.edu\)](#)

## **Americans with Disabilities:**

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, including a college district, or be subjected to discrimination by any such entity. A public entity shall not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association. 42 U.S.C. 12132; 28 C.F.R. 35.130 [GA \(Legal\)](#)

Minor Children on campus:

Minor children are not allowed on campus while student parents are attending classes and CBC employees are performing their responsibilities at work. Minor children who are visiting the campus with parents conducting college business must be under direct supervision and control of their parents or guardians at all times.

Donation to the General Scholarship Fund:

CBC Employees and other interested individuals are welcome to make contributions to the CBC General Scholarship Fund. Scholarship contributions are accepted in celebration of special occasions in lieu of flowers or gifts. Donations are also accepted with great appreciation in a memorial remembrance of family or community members. These contributions will be acknowledged by a card of sincere thanks. CBC scholarships will be used to reward academic excellence among full-time students. Gifts made to the Coastal Bend College Foundation, a 501(c)(3) tax-exempt organization, are tax-deductible as allowed by law. Upon accepting your contribution, we will promptly forward a gift receipt to you. For more information, contact Foundation Executive Director at 361-354-2447.

Harassment- Policies and Procedures:

Students and employees are prohibited from causing tension for other CBC students, CBC employees, or disabled individuals by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments.

Employees:

[DIAA \(Local\)](#)

[DIAB \(Local\)](#)

Students:

[FFDA \(Local\)](#)

[FFDB \(Local\)](#)

Anyone exhibiting this behavior will be disciplined in accordance with college policy. Harassment of any nature is in violation of CBC's institutional objective to promote an optimum learning environment.

Harassing conduct by an employee should be reported to the employee's immediate supervisor. Student misconduct should first be reported to the instructor, if occurring in the classroom. The Dean of Student Services records complaints and guides individuals through grievance procedures.

Use of Tobacco:

In order to protect and promote the health, safety, and welfare of employees, students and the public, Coastal Bend College will provide an environment free from exposure to tobacco smoke. Neither smoking nor the use of tobacco products (cigars, cigarettes, pipes, chewing tobacco, and snuff) is permitted in college facilities or in college-owned vehicles.

Administrators and other supervisory personnel shall take appropriate steps to provide adequate notice that smoking will not be permitted within college facilities and college-owned vehicles. [DH \(Local\)](#)

1. The Physical Plant Director will ensure that signs are appropriately placed in all college facilities and vehicles.
2. The use of tobacco is permitted in outdoor areas including patios, courtyards, and open breezeways.
3. The sale of tobacco products on campus is prohibited.

Concealed Weapons:

Campus Carry: In the State of Texas holders of a Handgun License have a statutory right to conceal carry in most areas of college and university campuses, including classrooms. However, CBC may establish "reasonable rules" regulating the carrying of concealed handguns by License Holders, so long as those rules do not "generally prohibit or have the effect of generally prohibiting License Holders from carrying concealed handguns on the campus of the institution." CBC may also

adopt policies concerning the storage of handguns in residential facilities, but CBC is not required to provide gun storage for license holders. Please refer to the Coastal Bend College Handgun Policy found at [CBC Handgun Policy \(coastalbend.edu\)](http://coastalbend.edu)

Employee Standards of Conduct: All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards. All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District. [DH \(Local\)](#)

Employee Welfare: Drug-Free Awareness Program [DI \(Local\)](#)