

COMMUNICATIONS

All electronic and telephone communication systems (i.e. email, voice mail, internet access, cell phones, etc.) and all communication and information transmitted by, received from or stored in the Center's system are the property of the Center, and as such are to be used primarily for business related purposes. All e-mail is subject to review by management. The Center reserves the right to access all electronic messages (i.e. mail, phones, etc.) without notice in order to ensure compliance with the Center's policy.

Use of any software and business equipment for private purposes is strictly forbidden unless expressly permitted by an immediate supervisor.

Employees are not permitted to download unapproved software unless authorized to do so by the Director of Operations.

Assigned personal passwords should not be given out to anyone. Employees who violate this policy are subject to disciplinary action up to and including termination.

To ensure that the use of electronic and telephone communications is for business related purposes only, the Center may monitor the use of such equipment.

Many policies apply to the use of the electronic mail system, including those concerning courtesy, sexual harassment and solicitation. Foul, inappropriate or offensive messages such as racial, sexual or religious slurs are prohibited in email or voice mail. Defamatory remarks are forbidden. Violation of this policy may lead to disciplinary action up to and including termination.

Employees are expressly prohibited from using the Center's email system to:

- Transmit confidential or proprietary data
- Send or solicit sexually graphic messages or images
- Send discriminatory or harassing messages disparaging others based on their race, national origin, sexual orientation, age, disability, religion or political beliefs
- Disseminate or print copy righted materials in violation of copyright laws
- Carry on a private business or solicit money for personal gain
- Gamble or engage in any online activity against City/State/Federal laws

All mail received at the Center whether addressed to a specific person or not is subject to review by the Center.

Employees must use their work email address and not their personal email addresses to communicate with students, accrediting bodies, regulatory agencies and employees of the Center. Unless directed otherwise all communication between employees and students or accrediting/regulatory bodies should happen during business hours only. In the case of a medical emergency after business hours it should be reported through the Center's emergency hotline located in the institutional catalog.

Peer-to-Peer (P2P) File Sharing Policy

Peer-to-Peer (P2P) applications (e.g., KaZaa, iMesh, Morpheus, limewire, Gnutella, BitTorrent and others) is a software that allows any computer with connection to the internet to share and make available files stored on the computer to other machines. If the computer is part of the peer-to-peer network, then sharable files are visible to the world; and if there are confidential / sensitive files and data in the share directory, this information also becomes available for download.

Peer-to-peer applications are not permitted on any computers owned and operated by the Center.

Violations of the policy may result in the immediate suspension pending an investigation of the circumstances and may lead to termination.

EVALUATION POLICY

Employees are subject to Quality Assurance Audits/Evaluations by their supervisors. Employees are required to participate in a review of said audits and agree to any remedial course of action resulting from QA activities; including, but not limited to, suspension of duties, without pay, or termination of employment.

For the Faculty Evaluation Policy, reference the Faculty Handbook.

30 Day Evaluation

All employees will be evaluated 30 days from their hire date. This evaluation will help ensure that new employees acclimate themselves to their new work environment and their performance is satisfactory.

All new faculty members will receive training in education methods, testing and evaluation within 30 days of hire. In addition they will be observed and evaluated by their supervisor within 30 days of their start date to ensure they have strength in instructional methodology, delivery and techniques.

Semester Evaluation

At a minimum, all faculty members will be evaluated once a semester by their immediate supervisor. All evaluations will be reviewed with the employee by the evaluator. Should there be any deficiencies or issues recognized, the faculty member will be remediated and evaluated an additional time during that semester.

Annual Evaluation

All employees will be evaluated, at a minimum, annually by their immediate supervisor.. All evaluations will be reviewed with the employee by the evaluator. Should there be any deficiencies or issues recognized, the employee will be remediated and evaluated an additional time within three (3) months.

Student Evaluation

At a minimum once a year, students evaluate their program and the Center. All evaluations are reviewed by the appropriate staff members. Should there be any deficiencies or issues recognized the employee directly responsible for that function will be remediated and may be evaluated by their supervisor at a later date.

At a minimum, all faculty members will be evaluated anonymously once a semester by students. All evaluations will be reviewed with the employee by their immediate supervisor and/or Assistant Director of the Center. Should there be any deficiencies or issues recognized, the faculty member will be remediated.

Program Resources Evaluation

Annually, employees are required to evaluate the Center and their program's resources anonymously. These evaluations will be used by the Center's administration to identify any deficiencies and help plan for the future.