

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** January 21, 2021

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, January 28, 2021**:

1. Recommend approval of the following revised policies:
  - a. Policy #3055, Personnel, All Employees, Educational Reimbursement (**Exhibit B-1**)
  - b. Policy #3312.1, Personnel, Employment Regulations, Time and Attendance (**Exhibit B-2**)

***EXHIBIT B-1***

Ocean County College, Toms River, NJ

PERSONNEL  
ALL EMPLOYEES  
Educational  
Reimbursement #3055

POLICY

The College, at its sole discretion, may provide educational reimbursement to full-time employees (as defined in Policy #3002, Full-Time Employment) in accordance with the following attached procedures.

Tuition reimbursement for undergraduate or graduate courses may be provided for courses taken at any regionally accredited institution. Fees and other expenses related to courses are not eligible for reimbursement. The employee may be reimbursed for a maximum of twelve (12) credits each academic year (September through August). Reimbursement is made at the institution's per credit rate, not to exceed the prevailing Kean University per credit rate.

Reimbursement for non-credit educational courses or programs that result in an earned certificate or recognized professional designation related to an employee's position at the College may also be provided. The employee may be eligible for reimbursement for a maximum equivalent of six (6) credits each fiscal year (July through June) at the prevailing Kean University undergraduate per credit rate.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: April 25, 2011  
Revised: May 4, 2015  
Revised: January 28, 2021

***EXHIBIT B-2***

Ocean County College, Toms River, NJ

PERSONNEL  
Employment Regulations  
Time and Attendance #3312.1

POLICY

The basic workweek of a full-time administrative staff member will consist of forty hours, eight hours per day, five days per week, or thirty-five hours, seven hours per day, five days per week, plus a daily unpaid lunch period, or as otherwise outlined in the employee's official position description. Responsibilities of administrative positions often require time in excess of these hours. Administrators are expected to be available to provide coverage as needed.

The basic workweek of a full-time hourly worker (non-teaching, non-temporary) will consist of forty hours, eight hours per day, five days per week, or thirty-five hours, seven hours per day, five days per week, plus a daily unpaid lunch period.

All hourly workers are required to complete a timesheet for every pay period in accordance with the attached procedures. The systems and procedures for recording and reporting work hours shall be as developed and implemented by the administration. Failure to adhere to required timesheet and absence reporting rules, or submitting false information on timesheets or Absence Reporting Forms, may result in disciplinary action.

For all categories of employment, work schedules (i.e., start/end times, work days) will be established by management according to business need. Employees may not alter their established work schedules without express written approval from their supervisors and the Office of Human Resources. The College reserves the right to change employees' work schedules according to business need with a thirty-day written notice.

All regular full-time, non-teaching staff will be required to take an unpaid lunch period as designated by the supervisor, which will generally be one hour in length. Employees do not have the prerogative of working through their lunch periods in order to alter their work schedules.

Lunch periods for all part-time, non-teaching staff, if appropriate, will be scheduled by the supervisor, according to business need, and will be unpaid.

If the specifics of this policy are at variance with the terms and conditions of a relevant collective bargaining agreement, the terms and conditions of such agreement shall take precedence.

ADOPTED: February 28, 1966  
Revised: November 25, 1974  
Revised: August 25, 1980  
Revised: February 28, 2000  
Revised: January 28, 2021