

3020.17 Miscellaneous Issues

3020.17.1 Commonwealth's Policy on Alcohol and Other Drugs

The Commonwealth of Virginia's Policy on Alcohol and Other Drugs prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace. The drug-free policy also prohibits an employee being impaired in the workplace due to the use of alcohol and other drugs. In addition, the policy entitles the Commonwealth to discipline any employee who has been convicted of violating any criminal drug law, and certain alcoholic beverage control laws governing driving while intoxicated. When an individual becomes a state employee, he or she receives a summary of the Commonwealth's Policy on Alcohol and Other Drugs. The employee is asked to sign a notice acknowledging that he/she has seen a summary of the policy. The entire policy is available in agency Human Resource offices or at [http://www.dhrm.virginia.gov/hrpolicy/web/pol1\)05.html](http://www.dhrm.virginia.gov/hrpolicy/web/pol1)05.html)

3020.17.2 Gifts, Gratuities, or Rewards

A state employee is in a position of public trust, and it would present a conflict of interest if he or she accepts gifts, gratuities, favors, or rewards for any services he or she performs in connection with state employment. It also is unlawful for employees to solicit, offer, or accept any money or any thing of value in exchange for an appointment or selection for a position at a higher salary grade, or special privilege with any state agency. If an employee violates this policy, he/she may be subject to disciplinary action under the Standards of Conduct Policy.

3020.17.3 Intellectual Properties Policy

Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of the VCCS. The policy is found in the *VCCS Policy Manual* Section 12. <http://www.vccs.edu/wp-content/uploads/2013/07/sec12.pdf>

The Vice President of Academic and Student Services and the Vice President of Financial and Administrative Services are the two individuals who are responsible for administering the intellectual property policies for Danville Community College. Any questions or issues arising in the academic and student support services program area are the responsibility of the Vice President of Academic and Student Services. Questions in any other area of the college (*e.g., Information Technology*) fall under the Vice President of Financial and Administrative Services and are addressed by that officer. Should a faculty member, staff

member or student question the decision of either one of these administrative officers, a campus committee, comprised of the two vice presidents and a faculty member selected by the Faculty Steering Committee, will hear the question concerning the administration of the intellectual property policy. Should there be an appeal beyond the three-member committee, the college President will refer the issue to the Attorney General's office, specifically the Assistant Attorney General who advises the Virginia Community College System.

3020.17.4 Political Activity

State employees may not campaign for themselves or for anyone else during work hours, nor can they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, you should determine whether such activity violates the Virginia Conflict of Interests Act (*Code of Virginia*, §2.2-3100 and following).

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. If you are in a position that receives any federal funds, you may not:

1. Stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative of a political party whose presidential candidate received electoral votes in the preceding presidential election);
2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value for political purposes; or,
3. Use official authority or influence to interfere with, or to influence, the results of an election or nomination for office.

Pick-up time at all buildings - 10:00 A.M.

SCHEDULE FOR FINISHED COPIES PER JOB

1 - 500 copies	Delivery by 8:00 a.m. next morning
500-1,000 copies	Delivery by 8:00 a.m. second morning
1,000 copies and above	Delivery by 8:00 a.m. third morning

(Formula: Multiply originals by number of sets requested)

Advance notice of large duplication needs is very helpful.

4090 COPYRIGHT LAW FOR EDUCATORS

See <http://www.dcc.vccs.edu/lrc/LRC/copyright.htm>

Danville Community College is committed to promoting an environment of respect for and responsible use of the intellectual property of others. It is the intent of Danville Community College that all members of the College community adhere to the provisions of the United States Copyright Law Title 17, United States Code, Sect. 101, et seq. The full text of the United States Copyright Law, Title 17, United States Code, Sect. 101, et seq. can be found at <http://www.copyright.gov/title17/> .

The Copyright Act of 1976 and its subsequent amendments form the framework for current copyright law in the United States. Of particular importance to educators are Section 107, Limitations on exclusive rights: fair use; Section 110(2), Limitations on exclusive rights: Exemption of certain performances and displays; and Section 112, Limitations on exclusive rights: Ephemeral recordings. "Fair use" is the doctrine which allows limited reproduction and use of copyrighted material without permission from the copyright holder. The TEACH Act (sections 110(2) and 112) provides greater clarification of the acceptable use of copyrighted material when used in distance learning and instruction over digital networks. Specific guidance in the acceptable use of copyrighted materials can be found at <http://www.dcc.vccs.edu/lrc/LRC/copyright.htm>

4100 FIRE DRILLS AND FIRE EVACUATION PROCEDURES

Fire drills are required by law for the safety of the total college family. All students, faculty, and staff are to observe **fire** alarms regardless of the time initiated. Evacuations should be handled in accordance with the Crisis Management Guide that is posted in each classroom.