



Virginia Western Community College

*New Employee Orientation
Federal Work-Study*

WELCOME!

We are glad you are here.

VIRGINIA WESTERN

WE'LL TAKE YOU  THERE

Information about VWCC

- ▶ Established in 1966, VWCC is a two-year institution of higher education established under a statewide system of community colleges ([Virginia Community College System - VCCS](#)) in the Commonwealth of Virginia (COV).
 - ▶ VWCC statistical data can be found in the [College Factbook](#).
 - ▶ VWCC has grown from an initial enrollment of 1,352 to a current enrollment of over 13,000.
 - ▶ Our main campus is located in southwest Roanoke on about 70 acres, split roughly in half by Colonial Avenue. The south campus has 9 buildings and the north campus has 5.
 - ▶ VWCC has several locations off the main campus where classes and/or programs are offered, including the [Roanoke Higher Ed Center](#) (downtown Roanoke), [Greenfield Education & Training Center](#) (Botetourt County) and the [Franklin Center for Advanced Learning & Enterprise](#) (Rocky Mount).
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Accreditation

- VWCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees.

- Contact the Commission on Colleges for additional information.

1866 Southern Lane

Decatur, GA 30033-4097

(404) 679-4500

www.sacscoc.org



Revision 2015

- VWCC is embarking on a new strategic planning process, **Revision 2015**. **Revision 2015** will focus on strategic initiatives from 2014 to 2015. The strategic plan will service as a guide as we respond to the diverse needs of the community and prepare for future challenges and opportunities. Creating the strategy plan is a college-wide, collaborative and team-oriented process, requiring commitment and support of the VW community.

August - December 2012	Preliminary Planning Planning process completed
January - April 2013	Data Gathering and Analysis Conduct an internal and external environmental scan.
May - August 2013	Review and Update Strategic Goals A Planning Summit will be held to review and refine strategic initiatives and strategies, including a SWOT analysis.
August - December 2013	Completion of the 2015 Strategic Plan The Steering Team will provide assistance to complete the Plan for presentation to the Local Board and making final decisions about the Plan's content and sequencing of work. Subsequent annual budgets will be a fiscal expression of the Plan.
On-going	Communication, Evaluation Evaluation and communication will be carried out at each phase of the planning process and throughout the execution of the Plan during 2014-2015 using the Plan-DO-Check-Act Model.



Revision 2015

Vision Statement

As a student-oriented center for lifelong learning, Virginia Western Community College will meet the needs of our diverse community by providing comprehensive educational programs and workforce development.

Mission Statement

Virginia Western Community College provides affordable, accessible, and quality educational opportunities and workforce training to meet individual, community, and global needs.

- **Goal 1**: Promote effective teaching and learning through quality instruction, programs, & services designed to meet the needs of a diverse student body.
 - **Goal 2**: Cultivate relationships & partnerships with the educational community, business, industry, & government to create educational & workforce development opportunities to support economic vitality.
 - **Goal 3**: Practice sound stewardship of financial, physical, & technological resources to support high quality programs & services.
 - **Goal 4**: Foster a safe & secure campus environment that is conducive to learning.
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VWCC Core Values

- **Integrity**

- Maintain the highest standards of honesty, fairness, and ethical conduct

- **Excellence**

- Encourage our students, faculty, and staff to strive for academic, professional, and personal excellence
- Pursue continuous improvement and high quality in staffing, facilities, programs, and services

- **Service**

- Foster a community that demonstrates care and support for students, faculty, staff, and the citizens of our service region
- Promote service to others

- **Community**

- Respect and appreciate all cultures, learning styles, and ideas that reflect the community we serve
 - Provide access to services and programs for all students who may benefit
 - Promote a safe and secure environment that facilitates student learning
-

Who's Who at VWCC....

President and Vice Presidents

- President of the College
 - Dr. Robert Sandel
- Vice President of Academic and Student Affairs
 - Dr. Elizabeth Wilmer
- Vice President of Financial and Administrative Services
 - Ms. Cheryl Miller
- Vice President of Institutional Advancement
 - Dr. Angela Falconetti
- Vice President of Workforce Development & Lifelong Learning
 - *Vacant*
- Associate Vice President of Human Resources
 - Mike Shelton



Who's Who at VWCC....

Academic Schools

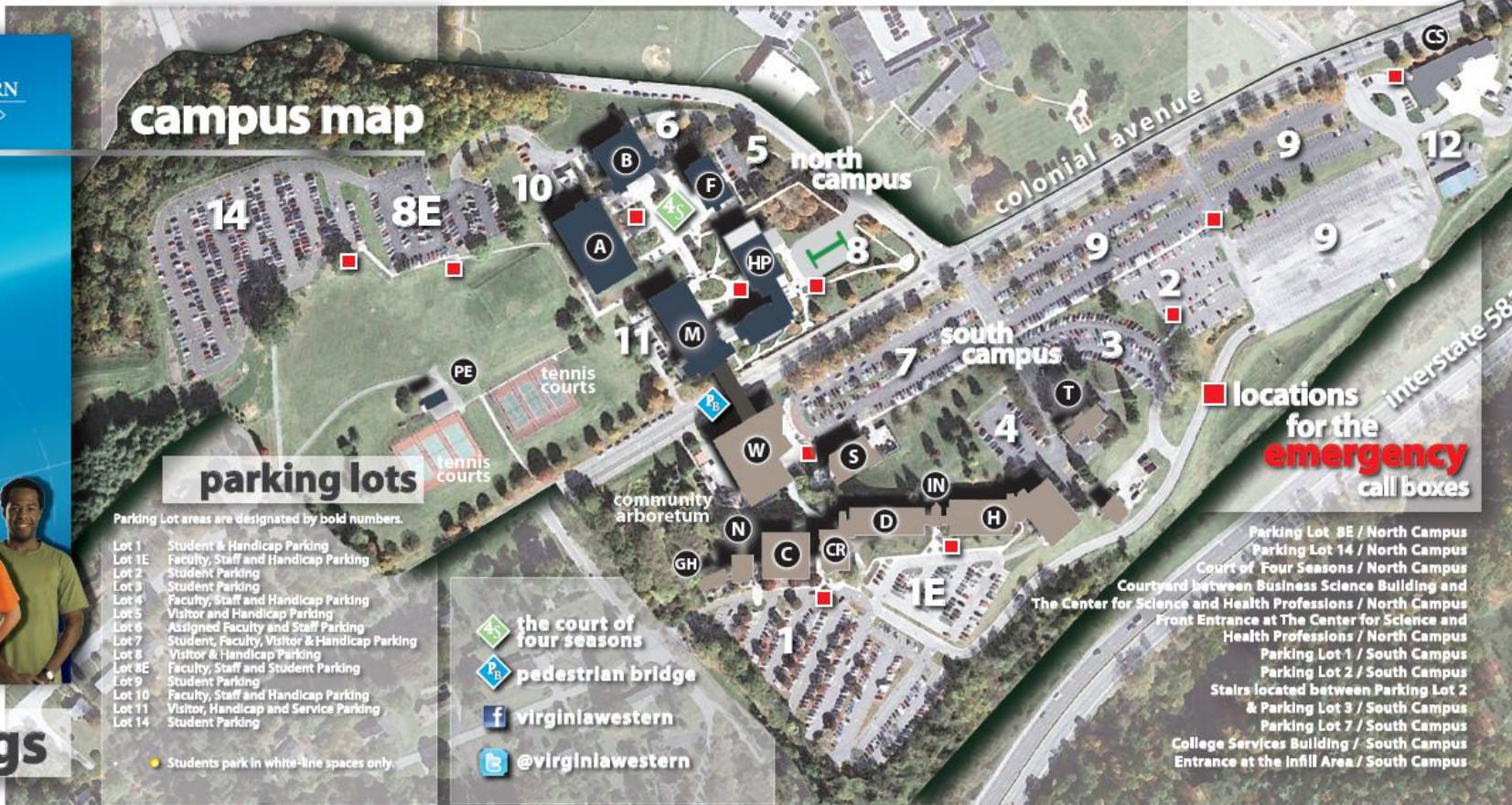
- **School of Business, Technology and Trades (BTT)**
 - Debbie Yancey
 - **School of Health Professions (HP)**
 - Carole Graham
 - **School of Liberal Arts and Social Sciences (LASS)**
 - Amy Anguiano
 - **School of Science, Technology Engineering and Mathematics (STEM)**
 - Dr. John Anderson
-

Who's Who at VWCC....

~ *Deans* ~

- Institutional Effectiveness
 - Rachelle Koudelik-Jones
 - **Learning Resources**
 - Chris Porter
 - **Student Services**
 - Lori Baker
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campus map



parking lots

Parking Lot areas are designated by bold numbers.

- Lot 1 Student & Handicap Parking
- Lot 1E Faculty, Staff and Handicap Parking
- Lot 2 Student Parking
- Lot 3 Student Parking
- Lot 4 Faculty, Staff and Handicap Parking
- Lot 5 Visitor and Handicap Parking
- Lot 7 Assigned Faculty and Staff Parking
- Lot 8 Student, Faculty, Visitor & Handicap Parking
- Lot 8E Visitor & Handicap Parking
- Lot 9 Faculty, Staff and Student Parking
- Lot 9 Student Parking
- Lot 10 Faculty, Staff and Handicap Parking
- Lot 11 Visitor, Handicap and Service Parking
- Lot 14 Student Parking

● Students park in white-line spaces only.

the court of four seasons

pedestrian bridge

virginia western

@virginia western

locations for the emergency call boxes

- Parking Lot 8E / North Campus
- Parking Lot 14 / North Campus
- Courtyard of Four Seasons / North Campus
- Courtyard between Business Science Building and The Center for Science and Health Professions / North Campus
- Front Entrance at The Center for Science and Health Professions / North Campus
- Parking Lot 1 / South Campus
- Parking Lot 2 / South Campus
- Stairs located between Parking Lot 2 & Parking Lot 3 / South Campus
- Parking Lot 7 / South Campus
- College Services Building / South Campus
- Entrance at the Infill Area / South Campus

buildings



- | | | | | | |
|---|---|---|--|---|---|
| <p>A Anderson Hall</p> <ul style="list-style-type: none"> ● Division Office <p>B Brown Library</p> <ul style="list-style-type: none"> ● Placement Testing ● Testing Center ● Learning Center ● Tutoring ● Math Center ● Writing Center ● Open Computer Labs <p>C Chapman Hall</p> <ul style="list-style-type: none"> ● Admissions | <p>D Duncan Hall</p> <ul style="list-style-type: none"> ● Honors Institute ● Office of Pregnant and Parenting Student Services <p>CR Craig Hall</p> <ul style="list-style-type: none"> ● Bookstore | <p>CS College Services Building</p> <ul style="list-style-type: none"> ● Campus Police ● Facilities Management Services <p>F Fishburn Hall</p> <ul style="list-style-type: none"> ● President's Office ● Academic & Student Affairs Office ● Dual Enrollment Office ● Human Resources ● Institutional Effectiveness ● Institutional Advancement ● Educational Foundation ● Grants ● Marketing ● Financial Services / Administrative | <p>GH Greenhouse</p> <p>HP The Center for Science and Health Professions</p> <ul style="list-style-type: none"> ● Division Office ● Dental Clinic <p>T Thomas Center</p> <ul style="list-style-type: none"> ● ODU Classrooms ● Division Office ● Student Activities / Student ID ● Hall Associates Center and Employment Assistance Center ● Workforce Development | <p>H Humanities Building</p> <ul style="list-style-type: none"> ● Division Office ● Gymnasium ● Art Gallery <p>M Business Science Building</p> <ul style="list-style-type: none"> ● Campus Commons ● Whitman Theater ● Help Desk ● Open Computer Labs <p>N Natural Science Center</p> | <p>PE Physical Education Building</p> <ul style="list-style-type: none"> ● Wellness / Fitness Center <p>S Student Center Building</p> <ul style="list-style-type: none"> ● UNDER CONSTRUCTION (Renovations and Additions) <p>W Webber Hall</p> <ul style="list-style-type: none"> ● Division Office ● REACH / Student Support Services <p>IN Infill Area</p> <ul style="list-style-type: none"> ● Area between Duncan Hall and Humanities Building |
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Media Inquiries

If you are contacted by a member of the media regarding Virginia Western, direct that person to the College's Public Information Officer. Please be cordial and polite, but do not attempt to address questions related to sensitive issues.

Josh Meyer

Public Information Officer

540-857-6311

jmeyer@viriniawestern.edu

Parking at Main Campus

- [Detailed parking regulations](#) can be found on the VWCC website.
 - **Due to space limitations in faculty and staff parking areas, parking decals will not be issued to students, work-study students or other student workers.**
 - Stork parking is available to expectant mothers. Please provide Campus Police a physician's note stating your name, due date and any special circumstances. A pink parking pass will be issued to display in the dash of the car.
 - All persons with disabilities must obtain a special permit from the DMV.
 - All violators, including employees, will be ticketed and subject to the fines as imposed by VWCC.
 - For the safety of all, all drivers must obey all STOP and SPEED LIMIT signs on roadways and in parking lots.
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Your I.D. Badge

- All students and employees of VWCC are required to have a VWCC ID badge in their possession and must present it upon request of Campus Police, faculty or staff.
 - **Please wear your student ID badge at all times while working on campus.**
 - If your badge breaks, take the broken parts to the Student Life Center for a free replacement.
 - If you lose your badge, it will replace for a \$5.00 fee.
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WEPA

(Wireless Everywhere, Print Anywhere)

- VWCC is currently launching a new self-service campus printing system called WEPA (Wireless Everywhere Print Anywhere).
 - The pay-for-print system will allow students, faculty, and staff to upload electronic documents from anywhere including an on-campus computer, personal lap top, home PC or MAC to print 8 ½ x 11 only black and white (.10 each) or color (.50 each) documents to any of the 13 WEPA (Wireless Everywhere Print Anywhere) kiosk on campus.
 - While this method is much more economical per page than printing from a personal inkjet printer, alternative methods of disseminating information should be considered if the document needs to be printed.
 - Faculty and staff may use the WEPA system to print personal documents.
 - For more information and printer locations:
<http://www.virginiawestern.edu/iet/tech4students/printing/index.php>
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Virginia Clean Indoor Air Act

- Under the Code of Virginia, Title 15.2, Chapter 28, “Virginia Clean Indoor Air Act”, Virginia Western Community College established a policy to regulate and control smoking of tobacco products within its facilities.
 - This policy is specifically authorized under Code of Virginia 15.2-2800 and 15.2-2801, which sets forth statewide regulation of smoking.
 - Smoking is prohibited within all buildings owned or leased by the College, and within vehicles owned or operated by the College. This provision shall include any and all off-campus facilities utilized by VWCC, except for the facilities of any business, industry or other organization where the College may offer specific programs at its site.
 - Smoking areas are identified around the exterior of facilities and are equipped with urns, ashtrays and/or trash receptacles. Each building shall be smoke-free, with any smoking areas being no closer than 25 feet from entrances.
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Common College Acronyms

VWCC	Virginia Western Community College	
VCCS	Virginia Community College System	
COV	Commonwealth of Virginia	
IET	Information and Education Technology	
FTE	Full-time Equivalent Student, or 1 student who enrolls for 15 credits	
FMS	Facilities Management Services	
WFD or WDS	Workforce Development Services	
EMPLID	Employee ID Number assigned in PeopleSoft system	
COV ID	Employee ID Number assigned in personnel system by the COV	
FERPA	Family Educational Rights and Privacy Act	A Federal law that protects the privacy of student education records.
FLSA	Fair Labor Standards Act	Establishes minimum wage, overtime pay, recordkeeping & youth employment standards affecting employees.
FMLA	Family and Medical Leave Act	Ensures qualified workers are able to take extended leaves of absences from work to handle their own or an immediate family member's serious health condition without the fear of being terminated from their job.
eVA	A web-based purchasing system used by Virginia governmental agencies.	
FWS	Federal Work Study Employee	Provides funds that are earned through part-time employment to assist students in financing the cost of postsecondary education.

You and Your Supervisor

- Your Supervisor and the Federal Work-Study Coordinator are vitally concerned with your work.
- In addition to supervising and evaluating your job performance, your Supervisor also stands ready to help with any problems related to your job.
- Since it is to everyone's advantage that morale be maintained at the highest level possible, you should feel free to take your questions and concerns to your Supervisor or the Federal Work-Study Coordinator at any time. In this way, he or she will be given the opportunity to take appropriate steps necessary to help you.



Evaluations

- Before the end of your assignment, you will be evaluated by your supervisor.
 - The evaluation will be used to provide direction relative to your ongoing program participation. It may also be referenced when potential employers make an inquiry about your past job performance.
 - Your evaluation will be based upon your work experience for the assignment.
 - Using the following criteria, you will be evaluated on your job knowledge, job performance, attitude and reliability.
 - 1 = Consistently demonstrates outstanding performance
 - 2 = Above average employee; often exerts extra effort
 - 3 = Average employee; performs in an acceptable and satisfactory manner
 - 4 = Needs to improve; occasionally does not meet standards required
 - 5 = Performance unacceptable; consistently fails to meet minimum standards
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Standards of Conduct

- Although the “Standards of Conduct “ policy does not apply to employees who are not covered by the Virginia Personnel Act (such as part-time wage employees), agencies may use the standards of conduct as guidelines for evaluating such employee behavior.
 - The following standards are not all-inclusive, but are intended to be illustrative of the minimum expectations for acceptable work performance and workplace behavior.
 - Attendance
 - Satisfactory Work Performance
 - Compliance with Policies
 - Report Circumstances that Affect Satisfactory Work Performance
 - Please contact Human Resources for detailed explanations of each standard.
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Privacy & Confidentiality

- The files and records you may have access to during your employment as a FWS employee may contain confidential information.
 - All files and records you view during your employment should be handled with the utmost diligence and you should not discuss confidential information outside of the workplace. By accepting an employment position at VWCC, you understand that by virtue of the position you may have access to records which may contain individually identifiable information.
 - The disclosure of these records is prohibited by the [FERPA of 1974](#). The intentional disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law. Willful or unauthorized disclosure also violates VWCC's policy and could constitute just cause for disciplinary action, including termination of your employment, regardless of whether criminal or civil penalties are imposed.
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FERPA

- The [Family Educational Rights and Privacy Act {FERPA}](#) (also known as the Buckley Amendment) is a federal law that was enacted in 1974 to protect the privacy of students and their educational records. Information about grades or class progress cannot be released to a third party. Please contact the college's Records Office (857-7236) with any FERPA-related questions.
 - Student information may never be released without a student's **written** consent, unless it is deemed to be "Directory Information" (see [Right To Privacy](#)).
 - If a student's spouse or parent calls (even if the student is under 18) and wants to inquire about attendance or passing a class, you must not release this information unless the Records Office has a record of a signed consent form from the student. Please contact the Records Office prior to releasing any information.
 - To assist with FERPA compliance:
 - Blackboard is the only place that grades can be posted. You cannot post grades in any other place, even with secret identification codes.
 - You cannot speak to students about their grades on the telephone. In addition, grade information should not be shared with anyone via email --- including the student --- unless it is through VWCC email.
 - Please ensure you complete the required Knowledge Center FERPA training.
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Equal Employment Opportunity & Diversity

- Our college is committed to diversity and equal opportunity and does not illegally discriminate on the basis of:
 - race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, national origin, political affiliation, age, or disability in violation of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendment Act of 2008, the Family and Medical Leave Act, Title II of the Genetic Information Nondiscrimination Act of 2008, and Section 504 of the Rehabilitation Act of 1973, or other non-merit factors. The College complies with Title VII of the Civil Rights Act of 1964 as amended, Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, the Civil Rights Act of 1991, and other applicable federal and state laws. The College also complies with the Uniformed Services Employment & Re-employment Rights Act.
 - Further, the College is committed to complying with the [*Governor's Executive Order Number One \(2014\)*](#) as declared by Governor Terence R. McAuliffe. This extends to all aspects of the employment relationship including recruitment, selection, promotion, transfer, demotion, role changes, compensation, benefits, layoffs, training programs, accessibility and job accommodation without regard to the individual's status protected by law.
 - The COV and VWCC comply with federal and state equal employment opportunity laws and strive to keep the workplace free from all forms of unlawful harassment, including sexual harassment.
 - Any employee who fails to comply with this policy will be subject to disciplinary action.
 - If you have any questions about or if you believe you have been discriminated against, harassed in any manner, and/or your employment rights violated, you are encouraged to contact [Mike Shelton](#), AVP of Human Resources, 857-6333, or contact the [EEOC](#).
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Campus & Workplace Violence Prevention Policy

- It is the intent of VWCC to provide a safe and secure environment for College employees, students, and visitors by establishing preventative measures, holding perpetrators accountable, and providing assistance and support to victims. The [Campus & Workplace Violence Prevention Policy](#) specifically addresses the College's position on prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all College owned, controlled, or leased properties, including satellite locations. In implementing this policy, the College is guided by the COV's [Policy 1.80, Workplace Violence](#), and [Policy 2.30, Workplace Harassment](#).
 - **It is encouraged that you read these policies in their entirety!!**
 - The COV and VWCC are committed to creating and maintaining an environment that is free from disruptive, threatening, and violent behavior. VWCC will not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any member of the VWCC community or by unaffiliated visitors. Faculty, staff, and students engaging in such behavior will be subject to appropriate disciplinary procedures, up to and including dismissal, under Policy 1.60, Standards of Conduct, Section 3 of the VCCS Policy Manual, and the VWCC Student Handbook. VWCC will thoroughly and properly investigate any complaint of violence or the threat of violence.
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Policy on Consensual & Familial Relations

- VWCC is committed to fostering the development of learning and work environments characterized by professional and ethical behavior, consenting amorous and/or sexual relationships and familial relationships between faculty members and students for whom the faculty member has direct professional responsibility are discouraged.
 - Amorous and/or Sexual Relationships where one holds a distinct power differential over someone else may create conflicts of interest and perceptions of undue advantage.
 - Familial Relationships where one holds a distinct power differential over a member of the immediate or extended family may create conflicts of interest and perceptions of undue advantage.
 - The College's policy derives from the following principles that, in part, define the ethical and professional relationships of faculty members to their students.
 - Faculty members must support the unfettered pursuit of learning in their students.
 - Faculty members must adhere to their proper professional roles as instructors, advisors and counselors.
 - Faculty members must ensure that their evaluations of students fairly reflect each student's true meritorious performance in their academic and other college related work.
 - Faculty members must be aware that even when they have no direct professional responsibility for students, consensual amorous and/or sexual relationships may still be asymmetrical and/or disruptive to the community.
 - Please review the [Policy on Consensual & Familial Relations](#) (on VWConnect) for additional, specific details.
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Emergency Office/College Closings

- During an inclement weather event, or any reason for closing the college on a normal business day/evening, an announcement will be made on local TV and radio stations, on the VWCC Internet website, on the college's telephone information system (857-8922) and on *VWAlert*.
 - Notice of closing/cancellation for day classes will normally occur prior to 6 am. For evening classes, this will normally occur between 3 pm and 4 pm.
 - Please pay particular attention to the announcements as they pertain to delayed openings. It is expected that all employees are fully aware of the official opening time and be at their workstation promptly to serve our campus.
 - Locations off the main VWCC campus where classes and/or programs are offered or any other remote locations that may be utilized from time-to-time shall officially close when the main campus is officially closed. When delays in opening the main campus occur, the same delayed opening shall apply. Classes that are delivered at a company site specifically for a particular client shall continue as normal unless the company itself chooses to delay or cancel the class.
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State Fraud, Waste & Abuse Hotline

- The State Fraud, Waste and Abuse Hotline, administered by the Office of the State Inspector General (OSIG), provides an opportunity for Commonwealth of Virginia citizens and employees to anonymously report suspected incidents of fraud, waste or abuse of state resources that may have occurred in any executive branch agency or institution of higher education.
 - To increase awareness about the Hotline, the OSIG has developed an online interactive training program for employees. The training also provides information regarding retaliation against individuals who call the Hotline.
 - See more information [here](#).
 - The training can be found on the agency's website [here](#) and then select "State Fraud, Waste and Abuse Hotline Training" located under the "Make a Report" section to take the training course.
 - 1-800-723-1615
 - Email = COVHotline@osig.virginia.gov
 - Fax = 804-371-0165
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State Manpower Control Program

- Your position is restricted to working 58 hours in a bi-weekly basis (average is 29 hours per work week). This equates to no more than 1500 hours within a 365-day period. This tracking period is May 1st – April 30th.
 - The average number of hours a Federal Work-Study typically works is 12 hours per week. Working this average will allow you to space your award out over the entire semester.
 - You are required to disclose multiple part-time jobs you hold within the VCCS, either at one college or at multiple colleges, in order to comply with the Chancellor's directive. Your academic school will provide you the documents to complete for this disclosure.
 - Additional information about the Affordable Care Act can be found on [VWConnect](#).
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Timesheets

- You may access blank timesheets from the Payroll and/or Human Resources VWConnect intranet website.
- Timesheets are **due to your supervisor** every other Thursday evening or Friday morning. Your supervisor will certify all information is correct and then personally submit your timesheet to the Payroll office. Payroll will not accept timesheets delivered to them by an employee.
- Please complete your timesheet in Excel and then print the sheet on white paper.
- Please list your EMPLID (and not your social security number or COVID) in the applicable place on your timesheet. If you do not know your EMPLID, please contact the Federal Work-Study Coordinator.

**Please contact the VWCC Payroll Office directly at 857-6634
for specific pay date information.**

Tax Withholdings

- FICA Tax
 - FWS Student Employees are exempt from FICA Tax.
 - Federal Tax
 - Based on how employee completes their W-4 Form.
 - State Tax
 - Based on how employee completes their VA-4 Form.
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Direct Deposit or COV EPPICard

- It is encouraged that all Federal Work-Study employees enroll in Direct Deposit or the EPPICard (COV payroll debit card) in order to receive their paychecks.
- All employees must view all pay information via [PayLine](#). PayLine is a secure web-based system that provides COV employees with online viewing of their earnings information.
- **PLEASE NOTE:** If you have not worked at another COV agency, you will not be able to log-in to your PayLine account until your first paycheck has been processed.

If you need assistance with PayLine, Direct Deposit or the EPPICard, please contact the VWCC Payroll Office directly at 857-6634.

Pay Checks

- Student employees are paid bi-weekly.
- If you elected not to enroll in Direct Deposit or the COV EPPICard, your paycheck will be available in the Financial Aid Office (Chapman 116) on the specified pay dates. Please be prepared to provide valid photo identification before your paycheck will be released to you.

Please contact the VWCC Payroll Office directly at 857-6634 for any additional questions concerning your pay.

Campus Police Department

- VWCC has a [Campus Police Department](#) at the main campus, with 24 hr operation. They are certified police officers by the COV and sworn by the Circuit Court of Roanoke City.
- Campus Police are also trained on basic first aid, CPR, AED (Automated External Defibrillator) use and should be called when any safety or medical incident occurs. In addition, they will escort faculty and students to their cars at night upon request and assist with entering a building after hours or on the weekend.
- The phone number for Campus Police is 857-7979 (or x 77979 from a campus phone).
- They can also be reached via email at police@virginiawestern.edu.



Annual Security & Crime Report

~ The Clery Act ~

- The Office of Campus Police and Security is responsible for ensuring, as best as possible, the safety and security of the Virginia Western community. This security primarily encompasses crime response, prevention and education. The Virginia Western Campus Police Department is the principal department for providing security and law enforcement services for the Roanoke City main campus. For the Claude Moore Center and the Roanoke Higher Education Center the City of Roanoke Police Department is the primary response agency. For the Greenfield Education and Training Center the Botetourt County Sheriff's Department is the primary response agency. For the Franklin County Workforce Development Center the Town of Rocky Mount Department is the primary response agency.
 - The "[Annual Security and Crime Report](#)", in accordance with [The Clery Act](#), will offer statistical and practical information related to safety and security at each of the Virginia Western Community College learning locations. Contained within the report you will find information about the Virginia Community College System (VCCS); Virginia Western Community College (VWCC); the Virginia Western Campus Police Department (VWPD); procedures for reporting crimes; safety and security programs; safety and security measures for the community; victim assistance services; and CARE Team and Threat Assessment Team services and responsibilities. Campus crime statistics are listed for your review and information.
 - The Virginia Western Campus Police have a duty to inform our community about crimes that take place in all locations that Virginia Western has responsibility for. We find it of particular importance that you take the time to read the report so you may better prepare yourself and your community against potential crimes.
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Crisis Management

- The Crisis Management VWConnect Intranet website provides useful information and helpful reference materials in regards to safety on our campus.
 - All employees are expected to take an assertive roll in campus safety, so please familiarize yourself with this website and its contents.
 - VWCC has produced a Crisis Management Plan which addresses how the campus will respond to disasters at VWCC.
 - Please discuss any Crisis Management concerns or matters you may have with your Supervisor or the Federal Work-Study Coordinator.
 - All employees of VWCC are required to watch our [Campus Security Video](#). If you have not already watched this video in class, please take a moment to watch the video now.
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VW Alert

- VWCC uses [VW Alert](#) to immediately contact you during a major crisis or emergency. This is a text messaging system over cell phones, PDAs, Blackberries, email and other similar devices.
 - VW Alert delivers important emergency alerts, notifications and updates to you on all your devices.
 - When an incident or emergency occurs, authorized senders will attempt to instantly notify you. VW Alert is your personal connection to real-time updates, instructions on where to go, what to do (or what not to do), who to contact and other important information.
 - If you are not already enrolled in this service, please take a moment to [sign up](#) now.
 - Link = <https://alert.virginiawestern.edu>
 - Text **411911** and enter keyword **VWCC**
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Hazard Communication

- Each department at VWCC is responsible for ensuring that hazardous chemicals generated within their work area are safely stored and disposed of in a timely manner.
 - Once each year, a survey will be conducted of all faculty and staff to determine needs for disposal of hazardous chemicals.
 - If a hazardous chemical spill or building contamination occurs or if an unknown chemical is discovered on college premises, contact Campus Police. Do not move or attempt to tamper with unknown (unlabeled) chemicals.
 - Please remember to request a MSDS (Material Safety Data Sheet) when ordering a chemical. Read the MSDS and follow its recommendations for use of personal protective equipment (PPE) and precautions.
 - Contact the Hazard Communication Coordinator of your School or Department for additional information.
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Workers' Compensation

- In the event that you should experience an accident or illness that arises out of and in the course of your employment at VWCC, you should report the accident or illness to your supervisor and Human Resources immediately. For medical attention of a non-emergent nature, you must select a physician from the College's Panel of Physicians. Employees sustaining serious (life threatening) injuries should seek the closest medical facility. Immediately upon stabilization of the injury, the employee should seek follow-up treatment from a Panel Physician.
- Workers' Compensation claims are subject to approval by the Commonwealth's plan administrator (Managed Care Innovations, LLC) and the Virginia Workers' Compensation Commission (VWC).
- Please complete an Accident Report Packet immediately after an accident and return it to your supervisor.
- Prescription drug coverage is provided by First Script for W/C related prescriptions only (please see the Knowledge Center for training on this topic).
- Workers' Comp pay eligibility does not begin until after seven (7) days of absence, at which time, if approved, it will be provided/reimbursed at 66.66%.

Please contact your supervisor or [Heidi McClintic](#) for applicable forms. Access to all forms is available through VWConnect from a College computer.

When to Notify Human Resources

Employee personal information should be updated through PeopleSoft-HRMS, using Employee Self-Service.

<https://vw.my.vccs.edu/jsp/home.jsp>

Please visit PeopleSoft to update your Home and Mailing Address, Phone Numbers, Email Address and/or Emergency Contacts.

If your name has changed, a new social security card ***IS REQUIRED!*** Please visit the Human Resources Department (Fishburn Hall – Ground Floor - #003) to change your name.

Additionally, please visit Human Resources to:

- Change/Update Direct Deposit Information
 - Change/Update Tax Withholdings
 - Resign from the College
 - File an Equal Opportunity, Harassment or other discrimination complaint
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What Next?

- ✓ If not done so already, complete “New Hire Packet – FWS”.
- ✓ Complete and return all necessary new hire forms by the established due date!

Adam Bailey

Federal Work-Study Coordinator

857-7331

abailey@virginiawestern.edu
