ALLEGANY COLLEGE
of MARYLAND
ENGAGE YOUR FUTURE

COLLEGE CENTER

FIRST THINGS FIRST

EMPLOYEE
HANDBOOK

A Welcome Guide for New Employee
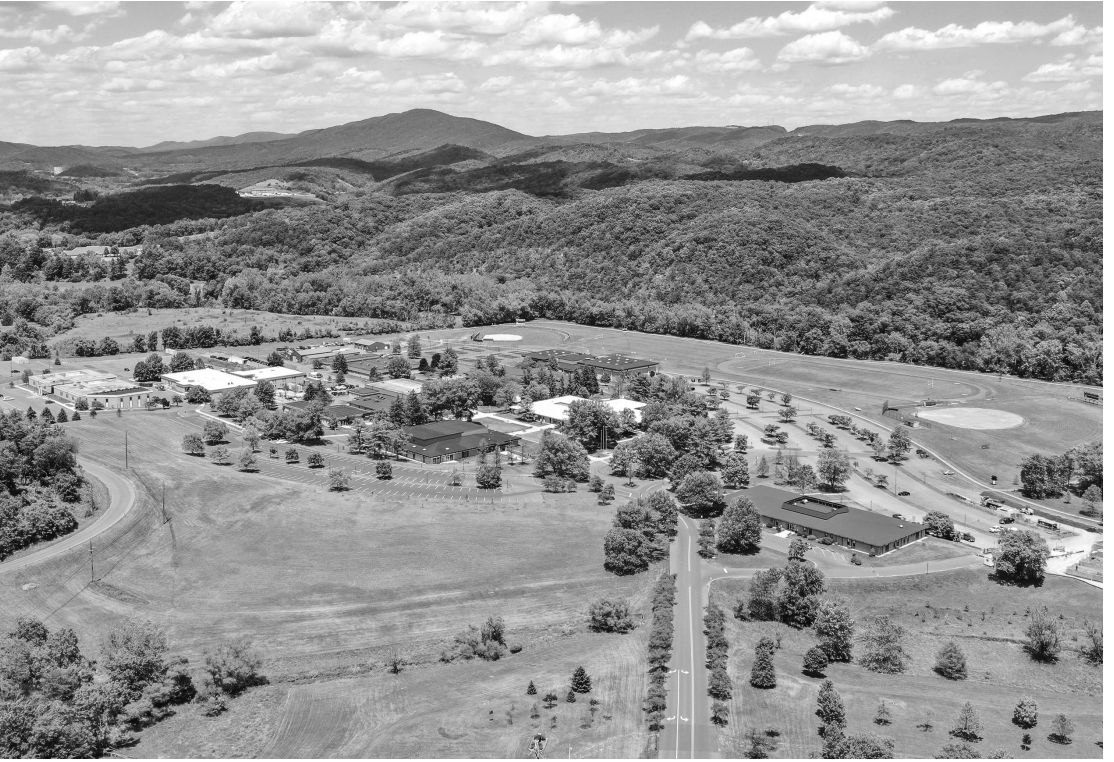of Allegany College of Maryland

Welcome!

We're Glad You're Here!

Allegany College of Maryland is a learner-centered institution committed to achieving excellence. We believe strongly that the achievement of the institution's goals is dependent upon maintaining the excellence of our employees, and strive to provide a supportive environment to all ACM Faculty and Staff.

Beginning a new job can be an overwhelming experience filled with new responsibilities, new people, new policies and procedures. This Welcome Guide can serve as an overview of the resources and information that will help set you up for success. It can also be a reference guide to look back on throughout your onboarding experience. Most positions will require more in-depth training or orientation in specific areas outside of this informational booklet. Your individual supervisor and fellow members of your department can provide additional guidance, tailored to your specific setting. This booklet is simply meant to provide a generalized overview of College procedures and services to help navigate your new workplace.

Learning to access the available services and take advantage of our many benefits will help you make a successful and productive adjustment to ACM. While this booklet provides an overview of several key topics, more information on each subject is available; you will be directed to the location of that information in the narrative of this booklet. In addition to the resources included, this booklet will outline some of the services and amenities available to you as an employee of ACM.

Cumberland Campus

Bedford County Campus

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Our Mission

We deliver diverse and relevant education centered around student success in a supportive and engaging community.

Our Vision

We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

Our Values

Quality:

We improve through assessment.

Integrity:

We promote honesty and trust.

Respect:

We foster dignity and worth.

Opportunity:

We provide innovative choices.

Wellness:

We promote healthy lifestyles.

OUR GUIDING PRINCIPLES

- To provide convenient geographical access to post-secondary education to people within the service region of the college.
- To provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities.
- To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.
- To support an environment that promotes quality teaching and learning.
- To promote a college that enhances lives and the community through education and service.
- To instill in our students a philosophy of life-long learning.
- To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.
- To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.
- To continually assess our programs and services in order to promote and encourage continuous improvement.

OUR MANY LOCATIONS

Allegany College of Maryland was founded in 1961 to provide low-cost, high quality higher education for the residents of the area. Beginning in modest facilities in the former Carver School on Frederick Street in Cumberland, Maryland, ACM now has campus locations in Maryland and Pennsylvania that serves over 3,000 credit students and processes over 6,000 Continuing Education registrations each year.

Bedford County Campus is a 25,000 square-foot building has facilities for a variety of technical training and education. It houses areas for automotive, building trades, metalworking, welding, health technologies, cosmetology, foods/hospitality, and computer use and repair. The Bedford Area and Everett Area School Districts own the Technical Center. The agreement makes the building available to Allegany College of Maryland for credit programs, continuing education, and workforce development in Bedford County. The College's office of

Workforce Development and Training is housed at the technical center. A portion of the 4,800 square-foot training facility completed in 2002 adjacent to the technical center houses an additional computer lab and lab/classroom for the Nursing Program. The Bedford County Technical Center expanded their facility to include science classrooms and labs.

In addition to our campus in Cumberland and our Bedford County Campus in Everett, PA, ACM's School of Hospitality Management & Culinary Arts is located at the Gateway Center in downtown Cumberland. In addition to Hospitality Management and Culinary Arts course, ACM operates the Culinaire Café at the Gateway Center during the academic year.

In cooperation with the Garrett County Memorial Hospital in Oakland, Maryland, our Nursing Program is able to extend our courses at our Garrett County Nursing Site.

CE programs through the Workforce Development (WEX) and Training unit of our Center for Continuing Education and Workforce Development are also available to the community. In 2020, the Continuing Education program, in collaboration with Allegany County Government, opened an off-campus facility for Advanced Manufacturing, Industrial Maintenance, and Welding programs. The Western Maryland Works MakerSpace facility in LaVale, Maryland offers a students, visitors, and members the opportunity to work in a hands-on environment with available equipment ranging from 3D printers to industrial machines.

OUR OVERALL ORGANIZATION

Allegany College of Maryland was founded in August of 1961 by a resolution passed by the Allegany County Board of Education and approved by the Allegany County Commissioners. The College, which now has separate governance under a Board of Trustees, is an example of the rapid growth in the development of Maryland's community college system.

Allegany College of Maryland was established to provide low-cost, high quality, higher education for the residents of the area. Its accessibility to the county's center of population permits students to live at home, thus saving a substantial part of out-of-pocket costs for a college education.

The College is governed by a seven-member Board of Trustees. The President of the College is the Chief Executive Officer of the College. ACM has four divisions that oversee our various departments across campus. The divisions are: President, Instructional and Student Affairs, Finance and Administration, and Advancement and Community Relations.

Allegany College of Maryland employs approximately 500 full- and part- time employees between our main campus and satellite locations. Employees fall into one of the following classifications: Administration, Faculty, Professional Support Staff, and Associate Support Staff.

Administrators compose the President's Staff while the other constituency groups have organized Associations that advance the general welfare of employees within their respective classifications. Staff may join these Associations to become involved with College policy and how developments at ACM affect them. Members of the Associations are elected on an annual basis to represent the employee groups.

A comprehensive listing of College committees and task forces is published each year and is posted on SharePoint.

ACCREDITATION: OUR ASSURANCE OF QUALITY

Allegany College of Maryland is accredited by the Middle States Commission on Higher Education and approved by the Maryland Higher Education Commission (MHEC).

The Pennsylvania Department of Education (PDE) has granted authorization to Allegany College of Maryland campuses in Bedford county and to the academic programs they offer.

Every eight years, the College undergoes a Self-Study as part of its reaccrediting process and a Midpoint Peer Review at the four-year mark between each accreditation.

Also, many academic programs—particularly our Allied Health programs—undergo third party accreditations. Accreditation is both a status and a process. As a status, accreditation provides public notification that an institution or program meets standards of quality set forth by an accrediting agency. As a process, accreditation reflects the fact that the institution or   program is committed to self-study and external review by one's peers in seeking not only to meet standards but to continuously seek ways in which to enhance the quality of education and training provided.

GOALS, ANNUAL INITIATIVES, AND STRATEGIC PLAN

Allegany College of Maryland is continuously evaluating our priorities and goals as an institution. Through accreditation initiatives and institutional priorities, our Institutional Research Department spearheads the development of our Strategic Plan. The Strategic Plan is a roadmap to accomplish those priorities and goals over a set amount of time. ACM's goals, initiatives, and strategic plan can be found on the College's website at allegany.edu/strategic-plan, or by contacting our Institutional Research department.

ACADEMIC CALENDARS

The academic year begins with each fall semester and includes the subsequent spring semester, and summer sessions. An academic calendar is published every spring for the upcoming academic year, which includes the dates classes begin and end, as well as dates the College is closed.

The College offices operate on a fiscal year, running from July 1 — June 30 each year. Other calendars are also published throughout the year by various College divisions and can be found on SharePoint, in College publications, and on the College website.

PRINCIPLES OF CONDUCT

ACM employees are bound to follow all College policies and procedures, including our Code of Conduct which can be found online at https://www.allegany.edu/human-resources/policies-and-procedures.html under Conduct and Discipline.

ACM'S COMMITMENT TO NON-DISCRIMINATION

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

https://www.allegany.edu/legal-information/documents/Non-Discrimination-Policy-2022.pdf

TITLE IX

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual misconduct and sexual harassment are forms of discrimination under Title IX. The College's policy and procedures relating to sexual misconduct and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and related laws are commonly referred to - collectively - as "Title IX".

https://www.allegany.edu/title-ix/index.html

ADA/504

American with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. Rehabilitation Act of 1972, **Section 504** prohibits discrimination against any person on the basis of a "handicap" by entities receiving federal funds. Allegany College of Maryland does not discriminate on the basis of disability. See the important information in the linked documents for more information. If you have a disability, we urge you to contact the appropriate office/person to request reasonable accommodations. You will need to complete some paperwork, provide documentation, and meet with the designated College Official who will help you with the process to determine the appropriate accommodations.

https://www.allegany.edu/student-and-legal-affairs/ada-504.html

Dr. Renee Conner
Dean of Student & Legal Affairs
Title IX Coordinator
ADA/504 Coordinator
301-784-5206
rconner@allegany.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act is a federal law (enacted in 1974, amended in 2009) enforced by the United States Department of Education which requires institutions of higher learning to do certain things and forbids other things related to the privacy of students' information; the relevant federal regulations are found at 35CFR99. Non-compliance with FERPA jeopardizes a college's financial aid funding and exposes the institution and the individual to liability.

Allegany College of Maryland, employees, and persons working on behalf of the institution will comply with the federal Family Education Rights and Privacy Act, and the College will implement reasonable methods to protect student educational records.

https://www.allegany.edu/legal-information/index.html

FREEDOM OF INFORMATION ACT (FOIA)

While FERPA laws prevent the release of student records, there are times when it is appropriate for the College to release other types of information not readily available via publications or online. The release of information must be carefully coordinated. This Act and the college's policy identify what constitutes public records, how to request information that is not readily available, under what circumstances ACM must provide requested information, and under what circumstances ACM may deny requests.

All requests shall be directed to the FOIA Officer, Dr. Renee Conner.

More information can be found at https://www.allegany.edu/legal-information/index.html

POLICIES and PROCEDURES

All ACM faculty and staff are required and bound to adhere to all Board of Trustees approved policies. All College policies can be found at https://www.allegany.edu/board-approved-policy-manual/

THE ALPHABET SOUP OF ACADEMIA

ACM – Allegany College of Maryland

ASSA – Associate Support Staff Association

BCC – Bedford County Campus

BCREF – Bedford County Regional Education Foundation

BCTC – Bedford County Technical Center

CE – Continuing Education

DL – Distance Learning

eLETS – eLearning at ACM

eSAFE – Electronically Sending Announcements for Emergencies

EDMP – Educational Master Plan

ERP – Enterprise Resource Planning

FERPA – Family Educational Rights and Privacy Act

FOIA – Freedom of Information Act

GWC – Gateway Center

HR – Human Resources

IR – Institutional Research

IRB – Institutional Review Board

IT – Information Technology

ISA – Instructional and Student Affairs

MHEC – Maryland Higher Education Commission

MSCHE – Middle States Commission on Higher Education

NMWC – Nurse Managed Wellness Clinic

PASSA – Professional Support Staff Association

PDP – Personal Development Plan

PAT – President's Advisory Team

WCTC – Western Correctional Training Center

WEX – Workforce Exchange Program

WW – Willowbrook Woods
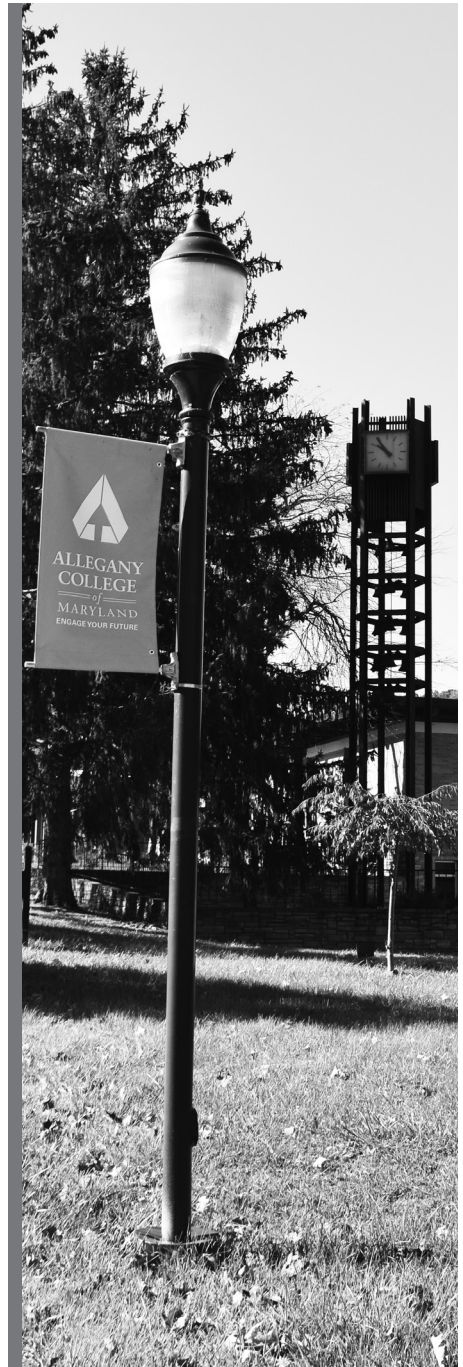
ACM ONLINE

OneDrive, SharePoint, College Website, and Brightspace

These terms refer to the electronic location of many ACM documents and information. Once you are assigned an ACM e-mail account, login, and password you can access online information. SharePoint (ACMs employee portal) can be accessed from your Office365 account. Most College documents and reports, as well as requests for services forms can be found on SharePoint or OneDrive. In addition, the College website is available to everyone at www.allegany.edu.

SharePoint offers access to many areas of information and can be accessed either by selecting the SharePoint app within Office 365. Be sure to bookmark SharePoint for quick access!

Brightspace is a web-based course management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

In addition to OneDrive and SharePoint, ACM's homepage, www.allegany.edu, hosts quick links to the majority of important sites you may need throughout your employment. The myACM tab on the site provides direct links to many ACM resources and services. The College Directory, found by clicking on About ACM, provides contact information for current Faculty and Staff. Be sure to check the website out and explore all that ACM has to offer!

ACM LINKS

Webmail:
https://login.microsoftonline.com

eSAFE:
http://www.allegany.edu/esafe

Self Service:
selfservice.allegany.edu/student/account/login

Weather:
http://www.allegany.edu/weather

Learning Commons Online
library.allegany.edu

SchoolDude:
login.myschoolbuilding.com

Human Resources – Employee Policies:
allegany.edu/human-resources/policies-and-procedures

Institutional Reports and Information:
Allegany.edu/institutional-reports-and-information

Employee Benefits (Full-Time Employees):
https://empallegany.sharepoint.com/sites/port/
humanresources

Print Shop Pro:
https://allegany.webdeskprint.com

*Beginning July 1, 2022, requests for graphic design
services can also be submitted through the online
digital storefront.*

EMPLOYEE EMAIL USE

College email systems and their uses are governed by College policy as well as federal, state and local laws. Individuals who inappropriately or illegally use College email systems and resources may be subject to all applicable College and legal penalties for such misuse.

Access to and use of the College's email systems are privileges granted solely to Allegany College of Maryland faculty, staff, and those with special accounts. These privileges can be modified, limited, extended, or revoked at the discretion of the College with or without prior warning or consent.

College email systems are designated as official business communications tools. Alternate uses may be restricted or prohibited at the discretion of the College, especially when these uses conflict with or interfere with academic and administrative functions.

Although use of College email systems for personal messaging is not prohibited, users acknowledge that all communications sent to or from College email accounts become the property of Allegany College of Maryland. Users of College email systems must adhere to policies and governance as established in the Allegany College of Maryland Technology Resources Policy and in the Employee Email Use Policy. Both policies are available on the Human Resources or IT pages on allegany.edu

BENEFITS

Benefits Applicable to College Employees
The College offers benefits to both full and part-time employees. A comprehensive list of benefits can be found in SharePoint – HR and Payroll.

Employee Assistance Program (EAP)
Allegany College of Maryland provides an Employee Assistance Program through the UPMC Western Maryland Behavioral Health Services or the on-site counseling services offered at ACM.

The Employee Assistance Program is intended to help employees deal with personal problems that might adversely impact their job performance, health, and well-being. Allegany College of Maryland's goal is to provide avenues of support and assistance to their employees and their families in coping with personal and work-related problems.

Contact Allegany College of Maryland's Human Resource Department at 301-784-5159 for more information or assistance.

Supplemental Retirement Annuities
Supplemental Retirement Annuities (SRA) are available to both full-time and part-time employees. SRAs are tax-sheltered 403(b) plans that supplement your main retirement plan and are fully funded by the employee. Unlike main retirement plans, contribution amounts are set by the employee and are able to be changed throughout employment.

Other Benefits

MILITARY

Full-and part-time employees who are in the uniformed services can take accrued annual, or leave without pay, to serve in the uniformed services.

JURY DUTY AND COURT APPEARANCES

An employee who is called to serve on a jury or is subpoenaed as a court witness to testify in a proceeding to which the employee or a related party is not personally involved is granted special leave with pay for the period that he or she is required to be in court, plus any necessary time for travel.

ATHLETIC AND FITNESS CENTER

Allegany College of Maryland's facilities include, the Fitness Center, which includes treadmills, bikes, ellipticals, rowing machines, hand weights, big weights, nautilus equipment, gymnasium, and outside tracks, which include the mile track and the quarter mile track. Allegany College of Maryland's students and staff have full access to these facilities. The fitness centers hours of operation vary. Please visit the website for available hours each semester at www.allegany.edu/athletics/

LIBRARY

Imagine a library that welcomes you. At Allegany College of Maryland, our librarians and staff encourage your questions and help guide you in the right direction -whether it's a book from our traditional stacks and special collections at the Donald L. Alexander Library in Cumberland, including our renowned Appalachian Collection, or information from an online database. We can also help you order books from other libraries in Maryland through the interlibrary loan system, and show you how to access online databases off-campus so you can conduct research at home. Hours of operation can be found on our website. www.allegany.edu/library/

CAMPUS STORE

The Campus store offers a variety of products, office supplies and gifts. Hours of operation can be found on our website. campus-store.allegany.edu/

CAMPUS CAFÉ

Allegany College of Maryland Dining Services are provided by Metz Culinary Management. Located in the College Center, our restaurant atmosphere with a special flare of home offers a variety of tastes for all guests. Quality, nutritious menus are available. Hours of operation can be found on our website at www.alleganymetz.com

EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAMS and TUITION WAIVER FOR ACM COURSES

The College wants to invest in you and your future. Educational Assistance programs are offered to employees and their families as a broader set of benefits to demonstrate our value for employees and as part of our culture which is oriented toward learning, growth and a positive employee experience. Eligible employees may participate in Educational Programs with institutions other than ACM or may enjoy tuition waiver for themselves or eligible family members at ACM. Contact our HR Team for more information on both programs.

ALLEGANY COLLEGE OF MARYLAND WELLBEING

Wellness programs are offered to employees to foster wellbeing in our lives. Exercise and education classes are offered at no cost to employees at varying times of the workday throughout the year. Flex time for Wellness and Education is also provided to employees for participation during the normal workday. Employees may extend their lunch time to attend classes for education or wellness. The Flextime for Wellness and Education Form must be completed by the employee and supervisor prior to enrollment. Restrictions and procedures can be found in Policy 03.05.012. Additionally, employees may enjoy a reduced membership rate at the Cumberland YMCA and have the membership fees payroll deducted.t varying times of the workday throughout the year. Flex time for Wellness and Education is also provided to employees for participation during the normal workday. Employees may extend their lunch time to attend classes for education or wellness. The Flextime for Wellness and Education Form must be completed by the employee and supervisor prior to enrollment. Restrictions and procedures can be found in Policy 03.05.012. Additionally, employees may enjoy a reduced membership rate at the Cumberland YMCA and have the membership fees payroll deducted.

NURSE MANAGED WELLNESS CLINIC

The NMWC supports health and wellness through education with the goal that all individuals become informed self-directed consumers of health care. We offer services provided by a team of healthcare professionals and managed by a Certified Nurse Practitioner. A list of services and hours of operation can be found at https://www.allegany.edu/health-clinics/nurse-managed-wellness-clinic/

WELLBEING SERVICES PROVIDED BY SELECT ALLIED HEALTH PROGRAMS

- Dental Hygiene services for Adults and Children are provided by our Dental Hygiene Students in ACM's Dental Hygiene Clinic. All students are supervised by Dental Hygiene Faculty. Hours vary. www.allegany.edu/health-clinics/dental-hygiene-clinic/.

- Massage Therapy appointments are available and provided by our Massage Therapy Students in ACM's Massage Therapy Clinic. Hours vary. Call 301-784-5598 for an appointment.

PROFESSIONAL DEVELOPMENT & EDUCATION

The college values our employees and believes that it is their right and responsibility to take an active role in personal and professional development. Throughout the year, many opportunities are provided in a variety of ways –on-campus, webinars, or seminars and events off-campus. In addition, ACM provides opportunities to further post-secondary education for you and your eligible family members.

BENEFITS ADMINISTRATION

The Human Resources Office is responsible for orienting new staff to their Benefits and Retirement options. HR is located in the College Center Building, room 168.

Human Resources phone extensions are:
ext. 5230 Executive Director of Human Resources;
ext. 5231 HR Generalist;
ext. 5159 HR Benefits Associate;
ext. 5158 HR and Payroll Associate.
General Email: hr@allegany.edu
Fax: 301-784-5058

More information about benefits at ACM can be found by contacting HR or SharePoint – HR and Payroll.

PARKING ON CAMPUS

Staff is welcome to park in any available spot; however, a parking permit is required to park in any spot marked Staff Parking. Parking permit forms are available in the Human Resources Office and will be distributed to new employees upon hire, or by request as needed. Forms should be completed and submitted to the Business Office in the College Center.

Handicapped parking is for use only by persons with authorized handicapped tags or stickers.

TIME AND LEAVE REPORTING, PAYROLL AND DIRECT DEPOSIT

The College pays employees on a semi-monthly cycle, or up to 24 times per year, depending on contract length.

12-month contracts = 24 pay periods during the fiscal year

11-month contracts = 22 pay periods during the fiscal year

10-month contracts = 20 pay periods during the fiscal year

9-month contracts = 18 pay periods during the fiscal year

The College pays employees on the 10th and 25th of each month. If these dates fall on a weekend, then the pay will be distributed on the Friday before the weekend. Pay dates are paid for time worked known as a pay period as follows:
- Hours worked during the pay period of 1st to the 15th of the month will be paid on the 25th of that month
- Hours worked during the pay period of 16th to the end of the month will be paid on the 10th of the following month

Employees will electronically submit their hours worked to their supervisor through our online time-keeping portal, Self-Service. Full-time employees will review their time and submit any leave taken during the pay period through our online portal, Self-Service. Access to this system will be given upon hire, and communicated to you through Human Resources. An employee must electronically submit their time to their supervisor no later than three (3) days after the end of a pay period. Reminders to submit time are communicated by the Payroll Officer or Payroll Associate. Instructions on the use of current online portal are available by the employee's supervisor or the Payroll Department.

Leave requests should be requested through the online portal, Self-service.

Direct Deposit of pay is the preferred and recommended method to receive your pay. An employee may choose up to three (3) banks or accounts for direct deposit. Forms are available through the Payroll Office or Human Resources. Direct Deposit pay advices are available for viewing and/or printing in a self-service format on the current online portal.

For those not enrolling in Direct Deposit, payroll checks will be mailed through USPS.

For additional information, please contact the Payroll Officer at ext. 5439 or the Payroll Associate at ext. 5158.

TRAVEL REIMBURSEMENT FOR BUSINESS RELATED EXPENSES

The College offers reimbursement for business-related travel expenses. Employees are expected to exercise prudent responsibility when committing College funds and make efforts to keep expenses to a minimum. Travel costs are defined as expenses for transportation, lodging, meals, and related items incurred by the employee traveling on business for Allegany College of Maryland.

Travel must be business-related, budgeted, and pre-approved by the Department Head and Vice President. A copy of the agenda outlining dates and times of the conference must be attached to the reimbursement request. Please reference SharePoint for additional details.

Reimbursement requests are processed through the Accounts Payable Office, located in the College Center Building on the Cumberland Campus and is open Monday-Friday from 8:00 am to 4:00 pm (8:30 am to 4:30 pm September-May).

The complete guidelines for travel can be found in the Finance SharePoint.

INFORMATION TECHNOLOGY

Getting Connected and Requesting Help

IT is available to provide assistance in-person or electronically for all of your technology needs. The IT Helpdesk can be contacted through visiting allegany.edu/it-helpdesk, calling 301-784-5444, or emailing ithelpdesk@allegany.edu. The Help Desk has been established to provide immediate assistance for faculty, staff, and students seeking help with email services, technology issues, and wireless internet access.

Wireless connectivity is available at the following ACM locations: Cumberland Campus, Gateway Center, Bedford County Campus. Simply connect your laptop or personal wireless device to the "ACM" wireless network and login using your ACM username and password. College-owned laptops can be brought to Information Technology for advanced wireless network configuration (must have valid ACM inventory tags attached). For more information, please visit www.allegany.edu/wireless.

OBTAINING KEYS

Each member of the Allegany College staff will be given a key to their assigned office after submitting a work order through SchoolDude, found online by visiting login.myschoolbuilding.com

Unless required for the position, keys to other offices or building key(s) will not be given to members of the Allegany College staff unless such a request is presented in writing to the Director of Physical Plant and approved by the staff member's VP and/ or the President.

Keys are never to be duplicated!

Keys are never to be loaned to another person.

Loss of keys should be reported immediately to Physical Plant Director, at ext. 5261. All keys remain the property of Allegany College of Maryland and must be returned upon completion of official duties.

OBTAINING A NAME BADGE AND PHOTO ID

Allegany College of Maryland employee name badges are available in the Human Resources Office. Based on your position, you may automatically receive a name badge upon hire.

Photo IDs must be obtained by visiting the Student Life Office. Photos will be taken in room CC-12, on the lower level of the College Center building on the Cumberland campus. The cost of the initial Photo ID and name badge are free; a fee is charged for replacement IDs. Employee IDs must be returned to Human Resources or their supervisor at end of employment.

OBTAINING BUSINESS CARDS

Employees who need business cards can request them through ACM's Design, Print, & Mail Services department. A standard template is followed, and one box of 420 cards is printed per order. Contact the Director of Design, Print, & Mail Services (AC-10, ext. 5155) for more information.

PURCHASE ORDERS AND CHECK REQUESTS

A document outlining purchasing procedures is available from the Accounts Payable Office at ext. 5222 or can be found in the Finance SharePoint. Many purchases, such as those for books, computer hardware or software, and learning resources for the Library must be coordinated with other offices. Please consult the purchasing procedures for complete information. Keep in mind that coordinating purchasing decisions with other offices often results in cost savings and greater efficiency for the College. If you are a new Administrative Assistant for a Department and/or a Budget Manager, you will need to schedule training for the Self-Service system (system used to generate purchasing requests) in order to be assigned a password. Contact the Accounts Payable Office at ext. 5222 to schedule a brief orientation of the Self-Service system.

If you are not an Administrative Assistant for a Department and/or a Budget Manager, you will need to contact the Department Administrative Assistant prior to making purchases or check requests.

Funds for each purchase must be designated in the department's budget. Budgets are written in the fall of each year for the following fiscal year. The Finance Department sends notification of the schedule for writing budgets. Any purchases which deviate from the approved budget must have proper approval. Consult the

Finance Department for further information.

All purchases exceeding $50,000 must go through a formal bid process. Purchases over $10,000, but less than $50,000 require three (3) written quotes from vendors. Purchases between $25,000 and $50,000 additionally require approval by the College President. All furniture and equipment purchases exceeding $500 require a scored BRF (Budget Request Form) if not previously included in the current year's budget. All purchases using grant funds must also be first approved by the Finance Department. Please contact the Accounts Payable Office for a detailed copy of the Purchasing/ Bidding Threshold Policy.

Upon receipt of any merchandise purchased with College or grant funds, the recipient is responsible for checking thoroughly the shipment to verify that the order is correct and received in good condition. You must accept goods through Self-Service for payment and then send any invoices or delivery documentation to the Accounts Payable Office in a timely manner so that payment can be processed.

DESIGN AND PRINT SERVICES

The College offers graphic design and duplicating services to College departments needing publications for instructional and administrative purposes. The Graphic Design offices are located in the Advancement building, AC-10 and AC-11. The Print Shop (and combined Mailroom) is located on the ground floor of the College Center in room CC-49 and is open during the College's regular business hours.

At the time of this writing, the process for requesting graphic design services is undergoing significant changes (transitioning to a more user-friendly, digital process.) Contact the Director of Design, Print, & Mail Services in the Advancement Office (AC-10, ext. 5155) for more information.

Requests for printing services can be made through the online digital storefront: Print Shop Pro at https:// allegany.webdeskprint.com. Print Shop Pro is accessible from anywhere in the world, on any device that has an internet connection. New users will create an account using the same login credentials as Office 365. Once logged in, users have the ability to submit requests for Printing/Copying or to place an order for stationery (envelopes, letterhead, plain paper) from the Store.

All requests for black-ink or color-ink* duplicating can be submitted through Print Shop Pro. Built with a user-friendly shopping cart approach, the customer has the ability to estimate costs for services prior to placing an order. Once a request has been submitted, users can then track a job's progress through the various phases of production. We request a minimum of 3 business days to complete your order. Please call ext. 5232 to notify us if you need something sooner.

*Because duplicating is a large institutional cost, we require all requests for color-ink be approved by the Director of Design, Print, & Mail Services in the Advancement Office (AC-10, ext. 5155).

Costs to duplicate documents using the Print Shop's equipment are cheaper than anywhere else on campus. Please use the centralized printing service whenever possible to meet all your duplicating needs. However, photocopier machines are available for faculty and staff use in various buildings. Access codes can be obtained from the department's secretary. Copiers should be used for College business only. Campus copiers are to be used for less than 25 pages. If more than 25 pages are to be copied, please submit a duplicating request to the Print Shop.

MAILROOM

The Mailroom (and combined Print Shop) is located on the ground floor of the College Center in room CC-49, and is open during the College's regular business hours. Outgoing mail (interoffice envelopes and regular postal mail) can be left in the mail drop slot located to the left of the Print & Mail Services door after hours.

Mailboxes can be assigned to faculty/staff who will be on campus after regular business hours. Contact the Mailroom (ext. 5333) for additional information.

Individual stamps and books of stamps can be purchased in the Campus Bookstore (as the Mailroom is not equipped with a Point-of-Service system to process monetary transactions). Envelopes can be ordered through the Print Shop's digital online storefront, Print Shop Pro (https://allegany.webdeskprint.com). Please contact the Print & Mail Services staff if you require assistance ordering customized envelopes or want to request address bulk mailing services.

We are always happy to assist. New employees are encouraged to contact the Director of Design, Print, & Mail Services at ext. 5155 to schedule a brief orientation of our services and/or contact the Print & Mail Services staff at ext. 5232 or 5333 to expedite your printing and mailing needs.

REPORTING POLICY ON DAYS INCLEMENT WEATHER

When classes are delayed or cancelled due to inclement weather, faculty, full-time or part-time, and regular hourly staff should abide by the public announcement unless otherwise specified. Essential Physical Plant and Security personnel are to report for their shift, unless otherwise notified by their Director or Supervisor.

Notifications are made through eSAFE, the homepage of the College's website, radio stations, television stations, and audio recording by dialing 301-784-5000 (Cumberland Campus), or 814-652-9528 (Bedford County Campus). Whenever probable that a delay or cancellation is necessary, a decision will be made the evening before. Evening announcements will be transmitted to media outlets at approximately 8:30 p.m. Announcements for daytime classes will be transmitted to media outlets at approximately 5:15 a.m., and by 2:00 p.m. for classes beginning 4:00 p.m. or later.

When a delay is in effect, every reasonable effort should be made by each staff member to make the necessary travel arrangements to arrive on campus at the opening time within the bounds of safety. Annual leave, through use of employee-initiated vacation time, can be utilized when the employee cannot comply with this policy. As weather conditions vary across the tri-state region, Faculty using interactive Distance Learning should refer to the instructions provided in the Distance Learning faculty training session on how to handle course interruptions during inclement weather.

Employees should park their vehicles in any parking lot that has been cleared of snow or areas designated by the Physical Plant crew for staff parking. Precautions need to be taken on inclement weather days including wearing appropriate shoes, and walking and driving slowly around campus. The complete reporting policy with listing of all media stations for public announcement is circulated by the Public Relations Office every October via e-mail. A full listing of media stations can be found online at allegany.edu/weather.

SECURITY, eSAFE, AND EMERGENCY PROCEDURES

Allegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff and visitors. The College's Security Department located at the Cumberland Campus has primary responsibility for serving the safety and security needs of the College community. Campus buildings and facilities are   patrolled and inspected regularly to ensure a safe and comfortable academic environment. The Security Department realizes that security is also an individual responsibility and strives to educate the College community about personal and public safety.

In order to maintain a safe environment for students to learn, for faculty to teach and for administration and staff to work, the Security Department or security representative is available at the Cumberland Campus by calling 5555 from on campus or 301-784-5555 from off campus or by cell phone. This number can be called for emergencies or assistance on the Cumberland Campus at any time. Clearly marked EMERGENCY telephones are located in each classroom building at the Cumberland Campus, the College Center, Gymnasium, Dr. Donald L. Alexander Library and on the track at the rear entrance to the Gymnasium.
The EMERGENCY telephones provide direct access to the Security Department (5555) or Emergency Services (911). Emergency Services (police, fire, ambulance, etc.) are always available at any College location by calling 911. The Director of Security is located on the Cumberland Campus in the Western Region Corrections Training Center.

In addition, employees and students should register for eSAFE ("Electronically Sending Announcements for Emergencies") which automatically sends notification of emergencies or weather-related closings to registered cell phones via text   message, or to email addresses. To sign up, visit www.allegany.edu/esafe. The eSAFE registry is purged every August; those wanting to continue receiving notifications must re-enroll every August. A reminder notification is sent in July by the eSAFE system of the need to re-enroll. More information, including important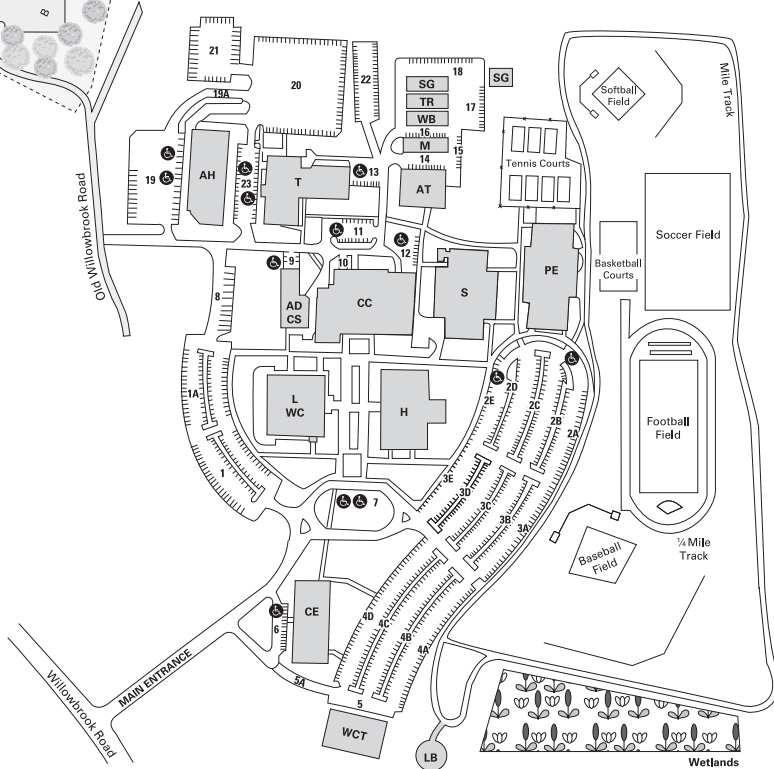 safety forms and procedures, can be found by visiting https://www.allegany.edu/campus-safety-special-police/index.html.

CUMBERLAND CAMPUS MAP

ALLEGANY COLLEGE *of* **MARYLAND**
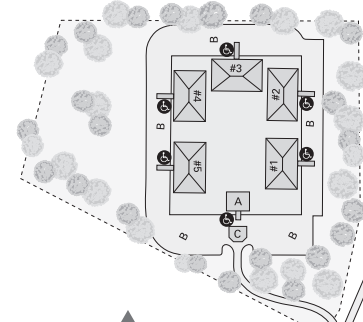
WILLOWBROOK WOODS
Student Housing Complex

STUDENT HOUSING LEGEND

1 • Student Housing Building
2 • Student Housing Building
3 • Student Housing Building
4 • Student Housing Building
5 • Student Housing Building
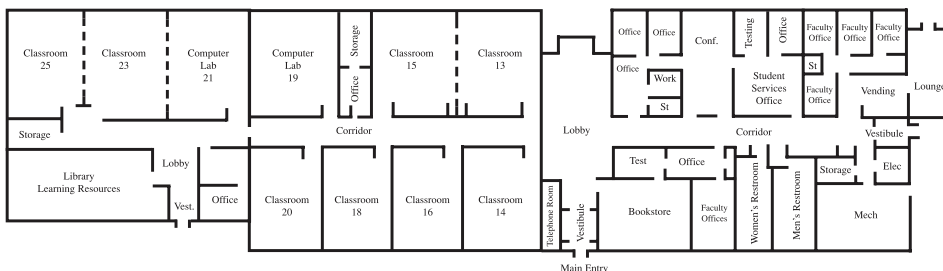A • Club House
B • Parking
C • Gatehouse
♿ • Handicap Parking

Old Willowbrook Road

Willowbrook Road

MAIN ENTRANCE

Softball Field
Mile Track
Tennis Courts
Soccer Field
Basketball Courts
Football Field
¼ Mile Track
Baseball Field
Wetlands

N

• THIS MAP NOT TO SCALE

LEGEND

AD	Advancement *(Foundation, Public Relations, Marketing)*	**CS**	Campus Store (Bookstore)	**S**	Science	**WCT**	Western Region Correctional Training Center
AH	Allied Health	**H**	Humanities	**SG**	Storage	**1-23**	Parking
AT	Automotive Technology	**L**	Learning Commons	**T**	Technology	♿	Handicap Parking
CC	College Center	**LB**	Labyrinth	**TR**	Transportation		
CE	Continuing Education and Workforce Development	**M**	Maintenance	**WB**	Workforce Building		
		PE	Physical Education / Gymnasium *(Bob Kirk Arena)*	**WC**	Thomas Welcome Center		

8/22

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (CC). Ample parking is available, with reserved parking identified for the handicapped. All-Gender Restrooms are available throughout the campus. To view a list of locations, visit: www.allegany.edu/agr

BEDFORD COUNTY CAMPUS BUILDING MAP

Bedford County Campus: This 25,000 square-foot building has facilities for a variety of technical training and education. It houses areas for automotive, building trades, metalworking, welding, health technologies, cosmetology, foods/hospitality, and computer use and repair. The Bedford Area and Everett Area School Districts own the Technical Center. The agreement makes the building available to Allegany College of Maryland for credit programs, continuing education, and workforce development in Bedford County. The College's office of Workforce Development and Training is housed at the technical center. A portion of the 4,800 square-foot training facility completed in 2002 adjacent to the technical center houses an additional computer lab and lab/classroom for the Nursing Program. The Bedford County Technical Center expanded their facility to include science classrooms and labs.

Once again, we say

"*Welcome!*"

and wish you every success here
at Allegany College of Maryland!

ALLEGANY COLLEGE *of* MARYLAND

ENGAGE YOUR FUTURE

www.allegany.edu

Cumberland Campus
12401 Willowbrook Road, SE
Cumberland, MD
21502-2596

301-784-5000

**School of Hospitality,
Tourism, & Culinary Arts**
110-114 Baltimore Street
Cumberland, MD
21502-2596

301-784-5410

Bedford County Campus
18 North River Lane
Everett, PA
15537-1410

814-652-9528

**Bedford County
Technical Center**
195 Pennknoll Road
Everett, PA
15537-6946

814-623-2760