

TALLADEGA COLLEGE

Administrative Policy

Safe and Sanitary Office and Non-Residential Building Policy

Policy Title: Safe and Sanitary Office and Non-Residential Building Policy

Policy Type: Administrative

Policy Number:

Approval Date: August 25, 2025

Responsible Office: Office of the President & the Facilities Division

Responsible Executive: Chief Human Resource Officer

Applies to: Talladega College Community

Policy Statement

Talladega College is committed to providing a professional, safe, and healthy environment for its students and employees. The College also complies with all applicable local zoning ordinances, safety regulations, and insurance provisions related to the purpose and use of its facilities—including offices, classrooms, activities, dining, learning, and residential spaces.

Prohibition of Sleeping and Overnight Stays

To maintain a professional, respectful, and compliant environment, no employee or student shall use the College's offices or non-residential buildings as personal living spaces. Sleeping or staying overnight in any non-residential facility is strictly prohibited unless approved by a cabinet member, supervisor, or other personnel authorized to issue such an approval for extenuating and exigent circumstances.

Sanitation Standards

Employees are assigned offices and workspaces for the sole purpose of conducting College business professionally and respectfully. These spaces should reflect the values of Talladega College and demonstrate respect for students, colleagues, and visitors.

- Employees must not create or allow conditions of clutter, hoarding, or squalor that may pose health, fire, or safety risks.
- Residential living standards for students are governed by protocols established by the Dean of Students.
- Staff residing in student residential halls are subject to the same standards and rules as students.

Support and Resources

Talladega College recognizes that emergencies and hardships may occur.

- Employees experiencing financial or personal challenges that prevent them from maintaining a safe and professional environment should contact the Human Resources Department.
- Human Resources will work with local officials, alumni, and charitable or governmental agencies to identify available support.
- Additional counseling and assistance are available through the College's counselor services for students and through the Human Resources department for employees.

Penalty for Violation

Any employee found in violation of this policy will be subject to disciplinary action in accordance with the College's personnel disciplinary process.

CONTACT(S)

The Office of the President interprets this policy.

STAKEHOLDER(S)

Faculty, staff, and students.

PUBLICATION

The policy will be published and disseminated to the entire College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the College community at large within fourteen (14) days of approval;
- Submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval;
- Communicate with the Office of the President to post the policy on the Registrar's Office and Academic Affairs Websites; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 8/26/28
- Approval by date: Cabinet. 08/26/2025
- Revision History: NA
- Supersedes: NA

RELATED DOCUMENTS: