

BENNETT COLLEGE



EMPLOYEE HANDBOOK

Dr. Rosalind Fuse-Hall, President
MAY, 2015



PRESIDENT'S MESSAGE

Dear Fellow Employee:

Welcome to Bennett College! It is a pleasure to have you join our great organization; an organization where each employee is individually valued.

Bennett College takes special interest in the well-being of everyone in our community. The policies, benefits, and services described in this handbook reflect those interests. As President, I know that the success of this institution rests solely on each person who supports it, which includes everyone from the senior leadership team to those of you who efficiently run the daily operations of the College. Together, we will serve our number one customer, the student.

To accomplish the mission and philosophy of the College, we depend on employees, like you, who will make a constant, conscious effort to attain excellence and professionalism in your performance while in your assigned positions.

Thank you for taking time to read through this employee handbook. The Leadership Team and I wish you the best of luck in your assignment at Bennett College and we look forward to a mutually beneficial relationship.

Sincerely,

Dr. Rosalind Fuse-Hall, JD
President

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INTRODUCTION

This handbook is designed to acquaint you with Bennett College and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Bennett College to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

As Bennett College continues to grow, the need may arise and Bennett College reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

THE HISTORY OF BENNETT COLLEGE

Founded in 1873, Bennett College is the only historically African American women's college North Carolina, and one of two such institutions in the country. It is a private, four-year liberal arts school affiliated with the United Methodist Church. The College's first sessions were held in the basement of Warnersville Methodist Episcopal Church, now known as St. Matthews United Methodist Church. The Women's Home Missionary Society and the Board of Education of the Methodist Church re-established Bennett College as a women's college in 1926 and appointed David Dallas Jones president.

Dr. Rosalind Fuse-Hall, Bennett's dynamic seventeenth president, oversees an institution actively engaged in preparing women for a complex and competitive world by endowing them with global acumen, communication and leadership skills coupled with entrepreneurial prowess. Bennett looks to the ever-changing demands of the present and anticipates the future by recognizing the necessity of educating students to pursue graduate and professional degrees in science, technology, global systems, public policy, and executive management of issues related to ecology, environmental justice, health, hunger, and poverty.

Bennett Belles are resilient, flexible and undeterred in the face of strenuous demands. Bennett provides a caring, nurturing and responsive space for the fulfillment of the dreams of its students and their collective desire to obtain quality educations.

Belles are academically prepared, serious about life-learning and open to broadening their intellectual horizons. They embrace diversity while remaining steadfast in their commitment to serving humanity.

MISSION

Bennett College is a small, private, historically Black liberal arts college for women. The College offers women an education conducive to excellence in scholarly pursuits; preparation for leadership roles in the workplace, society, and the world; and life-long learning in a technologically advanced, complex global society. As a United Methodist Church-related institution, Bennett College promotes morally grounded maturation, intellectual honesty, purposeful public service, and responsible civic action.

The College welcomes students, faculty, and staff from diverse backgrounds, recognizing that the educational experience is enriched and strengthened when multiple voices are represented and heard. Operating in an interdisciplinary, learning-centered environment, students, working with faculty and staff, will learn to use sophisticated intellectual skills, think analytically, and solve problems in ways that respect a variety of viewpoints and deepen their understanding of different cultures.

At Bennett College, education takes place in an environment of open inquiry where teachers and students are immersed in educational processes that build community, foster authentic research, create knowledge, and advance scholarship and personal empowerment. Students will leave Bennett College prepared for success in the world of work and further studies, possessing a greater appreciation of the history and culture of Africa and the African Diaspora, the struggles and accomplishments of women, and a realization of their own ability and the possibilities to help change the world.

PHILOSOPHY

Bennett College's under girding philosophy is that a high quality College experience should provide its women students with strong academic and co-curricular programs that encourage their personal development, endorse life-long learning, and prepare them to meet the needs of an ever-changing society.

Bennett College values and respects every member of its community. As a United Methodist Church-related institution, the College believes that education should be related to humanitarian ends.

SECTION 1

THE EMPLOYMENT

1.1 NATURE OF EMPLOYMENT

Employment with Bennett College is voluntarily entered into, and the employee is free to resign at any time, with or without cause. In accordance with North Carolina state law, Bennett College may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Bennett College and any of its employees. All college approved policies are located on Bellenet, <http://www.bennett.edu/board/policies.html>.

1.2 EMPLOYEE RELATIONS

Bennett College believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Bennett College amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will make every effort to protect the right of employees to speak for themselves.

1.3 GRIEVENCE

Bennett College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Bennett College supervisors and management.

Bennett College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees and supervisors are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Bennett College in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the Problem Resolution Process by completing the Problem Resolution form. (See **Appendix A1**). The employee may discontinue the problem resolution procedure at any step.

Problem Resolution Procedure

A grievance is an allegation of unfair or unjust treatment or discipline. The presentation of a grievance should be as follows:

1. An employee who has a grievance should first attempt to resolve it informally within the department by providing a written account of the grievance on the College's Grievance Form and discussion with the immediate supervisor. The supervisor has the responsibility to attempt to settle the issue and respond, in writing, to the employee within five (5) working days.
2. If the immediate supervisor's response is unsatisfactory, the employee should seek assistance at the next administrative level. A request for a hearing from the next administrative level should be made, in writing, within five (5) working days of receiving the response from the immediate supervisor. A response from the next level shall not exceed five (5) working days.
3. If the response from the next administrative level is unsatisfactory, the employee shall present his/her grievance, in writing, to the vice president who has the task of reviewing all the facts and holding discussions deemed necessary. The vice president will make a recommendation to the proper administrator(s) or supervisor within five (5) working days.
If neither supervisor nor employees objects nor appeals, the recommendations of the vice president will be implemented within fifteen (15) working days of referral of the grievance.
4. If the decision reached in step 3 is unsatisfactory to any of the involved parties, the matter will be referred to a Grievance Board or Committee. The request for a hearing should be submitted, in writing, within five (5) working days after the discussion of the vice president is announced. The President of the College will appoint a chairperson to conduct the hearing and review all the facts.

Composition of Grievance Committee

One (1) Senior Staff Member

Director of Human Resources (if Applicable)

One (1) Professional Staff Member (middle manager)

Two (2) Administrative Support Staff Members

One (1) Peer (suggested by the grieved employee)

The President will designate a member of the Grievance Committee to chair the panel for the particular case.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other.

1.4 NON-DISCRIMINATION POLICY STATEMENT

Bennett College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, or any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students, faculty or staff in programs and activities, or in employment and application for employment. Furthermore, Bennett College prohibits the harassment of students and employees (i.e., racial harassments, sexual harassment, and retaliation for filing complaints of discrimination).

Bennett College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Bennett College will follow any provincial or local law that provides individuals with disabilities greater protection.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, Bennett College will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees and members of the public to applicable programs, services, activities and facilities.

BOT APPROVED: EOP12.02

1.5 TOBACCO-FREE CAMPUS POLICY STATEMENT

In recognition of the health, safety and comfort benefits of smoke-free air and the responsibility to provide and maintain an optimally healthy and safe working and living environment for faculty, students, staff and visitors, Bennett College is designated as a tobacco-free campus.

No smoking is permitted in any college property, buildings, college-leased buildings or vehicles.

“Tobacco,” as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves, or marijuana. “Smoking Products” include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all tobacco-producing products (cigars, pipes, hookahs, chewing tobacco, etc.)

This policy applies equally to all employees, customers and visitors.

BOT APPROVED: HR 9.04

1.6 NEPOTISM POLICY STATEMENT

It is the policy of Bennett College to promote equal opportunity in employment. Job openings are filled by recruiting and hiring qualified applicants without regard to gender, race, national origin, age, or disability. To ensure fairness and equity, the hiring of relatives or near relatives must be carefully administered.

No employee of the College, full-time or part-time, may cause the employment, promotion, transfer or advancement of a family member to a position within the College which the faculty or staff member supervises or manages or participates in an action related to the discipline of the employee’s family member.

BOT APPROVED: HR 9.03

1.7 CONFLICT OF INTEREST POLICY STATEMENT

It is the policy of Bennett College that in pursuing its mission, the College must conduct its business free of improper influence resulting from external financial relationships, personal interests, or affiliations that conflict with the best interest of the College.

Common situations that might constitute conflicts of interest are:

- Holding an interest in or accepting free or discounted goods from any company or organization that does, or is seeking to do, business with the College, by any employee who is in a position to directly or indirectly influence either the College’s decision to do business, or the terms upon which business would be done with such company or organization.
- Holding an interest in an organization that competes with the College.
- Being employed by (including working as a consultant) or serving on the board of any organization that does, or is seeking to do, business with the College or which competes with the College.
- Gaining personally, e.g., through commissions, loans, expense or travel reimbursements or other compensation, from any company or organization doing, or seeking to do, business with the College

A conflict of interest may also exist when a member of an employee's immediate family is involved in situations described above.

Contact the Office of Human Resources for more information or questions about conflicts of interest.

BOT APPROVED: BTRU 1.01

1.8 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Bennett College, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should report to the Public Safety Department to receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Bennett College premises, employees should immediately notify the Public Safety Department.

1.9 FRATERNIZATION

Given the respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving grades, recommendations, etc. it is often difficult to ascertain whether a romantic or sexual relationship between such parties is truly consensual. The same is true for superior/subordinate relationships on campus. Therefore, Bennett College, in its commitment to maintaining an environment free of harassment, considers it unwise, unprofessional, and inappropriate for any individual in a position of power and trust to be involved in a romantic relationship with a subordinate.

When two parties have consented at the outset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent conduct of a sexual nature. Further, romantic or sexual relationship that might be appropriate in other settings may create the appearance of an abuse of power or of undue advantage in the college community. Therefore members of the faculty are subject to disciplinary action leading to sanctions up to and including dismissal should charges of such unethical behavior be made and confirmed. Disciplinary decisions are grievable by the affected individual through the grievance procedures set forth in the Handbook.

1.10 SEXUAL MISCONDUCT AND OTHER UNLAWFUL HARASSMENT

Bennett College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. Bennett College has a zero tolerance policy` with regard to harassment, sexual or otherwise. The College regards such behavior as a violation of the standards of conduct required of all persons associated with the institution.

Sexual misconduct is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual misconduct and unlawful examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Work place bullying, to include cyber bullying.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor and/or the Office of Human Resources. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Office of Human Resources or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual and unlawful conduct will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office of Human Resources or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

The Complaint Review Process

The Office of Human Resources will consult with the employee bringing the complaint, the alleged harasser and others, if appropriate, in order to determine the facts and views of both parties. The College's legal counsel may also be consulted. The Office of Human Resources and third party investigator (if appropriate) will then prepare a set of findings within 30 days of the original complaint. The resolution will be communicated in writing to the complainant and the alleged harasser.

Appeal Request

If the initial resolution is not satisfactory to the complainant, he/she may request a final review by the President's Office within 10 days. This written request must have an explanation of the basis for appealing the resolution. The President will respond in writing within 15 days with a final decision.

1.11 DRUG-FREE WORKPLACE POLICY STATEMENT

Bennett College prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs and alcohol on its property or as a part of any activity by faculty, staff and student employees.

BOT APPROVED: HR 9.02

1.12 CONCEALED OR OPEN WEAPON POLICY STATEMENT

New legislation amending the State's firearms laws on private and public college and university campuses (N.C. Sess. Law 2013-369, HB 937) took effect October 1, 2013. While the general ban against weapons on campus remains under N.C.G.S. 14-269.2, additional caveats and exceptions are included in the amended statute. N.C.G.S. 14-415.11(c)(8) requires a private college or university, as a private property owner, to post a "conspicuous notice or statement" prohibiting concealed weapons on campus if it wishes to prohibit any individual with a concealed carry permit from bringing a concealed handgun on campus. In addition, new N.C.G.S. 14-269.2(i) requires a private college or university to opt out of the specific provision pertaining to employees' ability to have handguns in their dwellings on campus.

BOT APPROVED: ADMIN 5.01

1.13 IMMIGRATION COMPLIANCE

Bennett College will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990, and as further amended. As a condition of employment, every individual must provide satisfactory evidence of her or his identity and legal authority to work in the United States through a completed and verified I-9 Form.

Information obtained from the Form I-9, Employment Eligibility Verification, is entered in E-Verify, which is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. government records.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Human Resources.

1.14 CONFIDENTIALITY OF COLLEGE RECORDS

Information about Bennett College, its employees, students, suppliers, and vendors is to be kept confidential and divulged only to individuals within the College with both a need to know and authorization to receive the information.

All Human Resource employee records and files maintained by Bennett College are confidential and remain the property of the College. Records and files are not to be disclosed to any outside party without appropriate permission. Confidential information includes, but is not limited to: financial records; medical records; and personnel and payroll records regarding current and former employee's as well as student records. Confidential information may not be removed for the College premises without express written authorization.

Employees who improperly use or disclose trade secrets or confidential business and personnel information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

1.15 JOB POSTINGS, EMPLOYEE REFERRALS AND ADVANCEMENT

Bennett College provides employees an opportunity to indicate their interest in open positions and advancement within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Bennett College reserves its discretionary right to not post a particular opening.

Job openings will be posted on the Bennett College website and other websites as indicated by the hiring manager.

Bennett College Employee Handbook

To be eligible to apply for any posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an employment application, cover letter and current resume to the Office of Human Resources.

Bennett College recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the college.

SECTION 2

EMPLOYMENT STATUS AND RECORDS

2.1 **EMPLOYMENT CATEGORIES**

Employees are paid on either an hourly or salaried basis. In addition, employees are classified in one of two categories: exempt or non-exempt. The Office of Human Resources is responsible for applying the definitions and criteria of the Federal Fair Labor Standards Act (FLSA) in determining exempt or non-exempt status. At the time of employment your status will be determined.

- Non-exempt Employees -- those who are entitled to overtime pay for hours worked beyond 40 hours in a work week, or upon agreement with the College, to compensatory time off at a rate of one and one-half hour for each overtime hour worked, to be used within the employee's pay period.
- Exempt Employees -- exempt employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-time - all exempt and non-exempt employees who are scheduled to work at least 30 hours per week for 12 months.

Regular Full-time/Academic Year - all exempt or non-exempt employees who are scheduled to work at least 30 hours per week for at least 9 but less than 12 months.

Regular Part-time – all exempt or non-exempt employees who are scheduled to work less than 30 hours per week for 12 months.

Temporary Employees -- employees who work for the College on an as-needed basis and are paid an hourly or salaried wage for work performed in specific assignments and for a specific time period.

Any questions as to whether an employee is exempt or non-exempt should be addressed to the Office of Human Resources.

2.2 **ACCESS TO PERSONNEL RECORDS**

The Office of Human Resources at Bennett College maintains a record on each employee. All applicable files for employment include the personnel record, the

employee's job application, resume, documentation of performance appraisals, increases, and other employment related information.

Personnel files are the property of Bennett College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Bennett College who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their personnel record should contact the Office of Human Resources. With reasonable advance notice, employees may review their personnel record in the presence of a Human Resources representative.

2.3 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Office of Human Resources of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

2.4 PROBATION PERIOD

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Bennett College uses this period to evaluate employee capabilities, work habits, and overall performance.

All new, rehired, promoted and transferred employees are on a probationary period for the first 90 calendar days after their date of hire or after the date of promotion/transfer. Any extended, approved leave of absence may extend the probation period by the length of the absence. If Bennett College determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.

2.5 PERFORMANCE EVALUATION

Performance reviews are conducted annually. Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Bennett College believes in the principle that employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, employees should be told about these deficiencies in writing and in some instances, given an opportunity to improve. When it is determined that an employee requires improvement, the College will attempt to help the employee meet the expectations as defined in the job description.

2.6 JOB DESCRIPTIONS

Bennett College makes every effort to create and maintain accurate job descriptions for all positions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities. Each description includes the following: Position Title, Department, Reports To, Status, General Summary, Essential Job Functions, Knowledge, Skills, and Abilities, Education and Experience, and Physical Requirements.

The hiring manager prepares job descriptions to be reviewed by the Office of Human Resources when new positions are created. Existing job descriptions are also reviewed and revised by the hiring manager in order to ensure that they are up to date. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Office of Human Resources if you have any questions or concerns about your job description.

2.7 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Voluntary Termination

- Resignation/Retirement

Involuntary Termination initiated by the college

- Discharge
- Reduction in Force
- Unreported Absences / No Call-No Show (3 or more days)

Proper notice for resignation includes a minimum of two (2) weeks for employees in nonexempt and exempt positions. Any exceptions must be approved by the employee's supervisor. Upon resignation, the employee will be compensated for any accrued annual leave. Correspondingly, an employee who resigns having used unearned annual leave will have the dollar value of such leave deducted from her/his final paycheck. Employees are not compensated for unused sick or personal leave at the time of separation. The Office of Human Resources will advise the employee of the exit process prior to the last day of employment.

2.8 **REDUCTION IN FORCE**

A reduction in force may occur due to budget constraints, funding reductions, reorganizations or other operational reasons. Employees will receive at least a two weeks advance notice of the layoff or payment in lieu of notice.

SECTION 3

EMPLOYEE BENEFIT PROGRAMS

3.1 **EMPLOYEE BENEFITS**

Regular full-time employees at Bennett College are provided a wide range of benefits. Regular Part-Time employees are provided with prorated annual leave benefits equivalent to one-half the rate of a regular full-time employee.

Regular part-time employees at Bennett College, who do not work 12 months, qualify for personal and sick leave only.

Regular full-time employees are eligible to enroll in the following benefits:

- **Medical Insurance**
- **Dental Insurance**
- **Vision Insurance**
- **403b Retirement Plan**
- **Flexible Spending Plan (Cafeteria Plan)**
- **Life Insurance, Accidental Death and Dismemberment (AD&D)**
- **Long-Term Disability Insurance (LTD)**
- **Short-Term Disability Insurance (STD)**
- **Supplemental Insurance**
- **Credit Union**
- **YMCA**
- **Sick Leave Bank**

Benefits effective date: Regular full-time employees are eligible to enroll in all benefits listed above on the first of the month following the date of hire.

3.2 **ANNUAL LEAVE**

Scheduling Annual Leave

Arrangements for annual leave are to be made cooperatively by the supervisor, department head and area vice-president in such a manner as to permit planning for the best interests of the College and its employees. Employees should submit requests for annual leave at least one week in advance of the planned leave. Annual leave requests will be honored based on the needs of the employee's work unit and at the discretion of the employee's immediate supervisor and area vice president. In any case, each employee will be notified by his/her immediate supervisor of the action taken on their requests.

Annual leave requires a “Leave Request Form” form which must be approved accordingly. (See Appendix A2)

Annual Accrual

Regular full-time 12-month employees in the following employment classifications are eligible to earn and use paid annual leave as described below:

Senior Leadership – Includes the following: President, Chief of Staff, Provost and Area Vice-Presidents.

Academic Administrators – Associate/Assistant Provost, Deans or positions of comparable levels.

Upper Level Management – Associate/Assistant Vice Presidents, Controller and Directors

The schedule below shows the monthly leave accrual and the maximum annual accrual based on position level.

<u>Position Level</u>	<u>Increments</u>	<u>Maximum Accrual Annually</u>
Senior Leadership	2 days/month	24 days
Academic Administrators	1.5 days/month	18 days
Upper Level Management	1.5 days/month	18 days

Note: For all other employees, annual leave will be based on an employee’s continuous years of service. When the maximum annual leave accrual for categories listed above or positions of comparable levels is less than the leave listed below in the “all other employees” section, annual leave will be based on actual years of service.

All Other Employees

The chart below is the monthly leave accrual and the maximum annual accrual based on years of service for all other employees. Included are employees who work a part-time 12 month schedule, whose annual leave accrual is prorated as a percentage of the total annual leave, accrued by full time employees.

<u>Years In Service</u>	<u>Increments</u>	<u>Maximum Accrual Annually</u>
Less than 1 year	.50 day/month	6 days
1 – 4 years	.84 day/month	10 days
5 - 10 years	1.25 days/month	15 days
11 -15 years	1.67 days/month	20 days
16 – 20 years	2.09 days/month	25 days
Over 20 years	2.50 days/month	30 days

Maximum Annual Leave Accrual

The maximum accumulated leave that any employee can have is equal to 1.5 times the employee's maximum annual accrual. Each employee should make every effort to use his/her available annual leave subject to departmental staffing needs.

An employee's annual leave accrual starts from the date of hire, however, a new employee must complete the 90-day probation period before accrued annual leave may be requested and used.

3.3 **PERSONAL LEAVE**

Only regular full-time employees are eligible for personal leave.

Personal leave or unscheduled leave provides for emergency or personal situations (determined by employee and supervisor), and may be granted for short time periods of no more than eight (8) hours and not be used in less than one (1) hour block of time. Such requests must be approved by the immediate supervisor. Such leave may not exceed a total of 24 hours for any purpose within a 12 month period. Any leave of more than one day **must be considered in other leave categories**. Such leave cannot accrue and is available at the beginning of employment based on the accrual schedule below.

- If hired during the months of July, August, September or October - Eligible for 3 personal leave days
- If hired during the months of November, December, January, or February - Eligible for 2 personal leave days
- If hired during the months of March, April, May, or June - Eligible for 1 personal leave day

Employees may request personal leave during the 90-day probation period.

Employees are not compensated for unused personal leave at the time of separation.

3.4 **HOLIDAYS AND OFFICIAL CLOSED COLLEGE DAYS**

Bennett College officially observes a number of holidays throughout the year. Regular Full-Time employees (non-academic) are entitled to the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Other days off may be granted at the discretion of the President, and approved by the supervisor (see below). In addition, employees may take religious holidays as approved leave.

Fall Break (1 day)

Spring Break (2 days)

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless leave time has been approved.

A holiday that falls on a Saturday will be observed on the preceding Friday or if the holiday falls on a Sunday, it will be observed on the following Monday.

If a holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

3.5 SICK LEAVE BENEFITS

Sick Leave is designed to allow an employee to accumulate leave time to cover an extended illness. Sick leave is accrued in increments of 1.5 days per month, not to exceed a maximum accrual of 60 days. Long-term disability is provided after the 60-day period. Although accrual will begin on an employee's first day of work, the request for time off, if approved by the supervisor, can only be taken after the 90 day probation period. Sick leave will not continue to accrue during a leave of absence.

To avoid the abuse of sick leave privileges the supervisor may request a physician's note documenting the absence.

Sick Leave may be used for illness or injury which prevents an employee from performing her/his usual duties, including the actual period of temporary disability connected with childbearing or recovery.

Sick Leave may also be requested for medical appointments for the employee, medical appointments for dependents living in the household and for immediate family members of the employee.

Only scheduled work time shall be charged in calculating the amount of sick leave used.

Employees are not compensated for unused sick leave at the time of separation.

3.6 SICK LEAVE BANK

Purpose and Definition

The purpose of the Sick Leave Bank is to make additional sick leave days available to regular full-time employees in the event of a personal unexpected critical illness, surgery, or a temporary disability due to an injury. Days may be requested from the Bank only after the employee has exhausted all accrued sick leave, accrued annual leave and personal leave days, and is a member of the sick leave bank.

Definition of a Sick Leave Bank member is an employee contributing a minimum of two sick leave days to the bank annually. These days will be subtracted from the employee's sick leave record. The donated days become the property of the Bennett College Sick Leave Bank. All donations will remain in force and cannot be returned to the employee.

All regular full-time employees are eligible and have the option to enroll in the Sick Leave Bank during open enrollment. The Sick Leave Bank is held during open enrollment. Employees are also eligible to enroll at their time of employment (with other benefits of the college.)

Employees desiring to donate to the Bank shall complete the Donor's Authorization Form and submit it to the Office of Human Resources. The Payroll Office shall verify the employee's accrued sick leave days. **(See Appendix A3)**

Regulations Concerning Granting of Sick Leave Days from the Bank

Granting of sick days from the Sick Leave Bank will be granted only after the employee has exhausted all accumulated sick leave, accrued vacation and annual leave days.

1. Sick leave days from the Bank will be granted only after the employee has exhausted all accrued sick leave, accrued annual leave and personal leave days.
2. The maximum number of Sick Leave Bank days that may be granted to an employee during a twelve month period will be fifteen (15) scheduled work days. If a member who has received less than fifteen (15) work days from the Sick Leave Bank returns to work and then is ill again with the same or a different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed fifteen (15) work days per year. Each different illness applied for must meet the initial criteria.
3. Sick leave days from the Bank may not be granted for the period of disability when monies are paid to the member under the Workers' Compensation Act.

Procedures for Applying for Sick Leave Days

- A. Should the employee or an immediate family member have an unexpected critical illness or injury necessitating the need for additional days after all accumulated sick leave, accrued annual leave and personal leave days have been used, the employee may submit a request for days from the Bank. **(See Appendix A4)**
- B. An employee who requests days from the Bank must submit to the Office of Human Resources forms containing a Sick Leave Bank Request For Bank Days form signed by the employee attesting to the fact that the condition which necessitated the

request for days from the Bank and documentation of approved Family Medical Leave Act (FMLA).

Any questions concerning guidelines or requests for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Office of Human Resources in consultation with the Vice President for Administrative Services.

3.7 BEREAVEMENT LEAVE

Employees who experience the passing of an immediate family member should notify their supervisor immediately.

Paid bereavement leave will be provided to all employees as follows:

- a) Five (5) working days in the passing of an employee's spouse, child, father, mother, brother or sister; and
- b) Three (3) working days in the passing of an employee's grandparents, grandchild, uncle, aunt, niece, nephew or in-law relationships,.

Request for additional leave must be approved by the immediate supervisor and will be counted against accrued annual or personal leave time; or with permission, may be taken as a leave of absence without pay.

3.8 EDUCATIONAL ASSISTANCE

Bennett College grants free tuition to regular full-time employees for Bennett College offered courses only. These privileges apply only after one (1) full year of continuous employment. Only one (1) regular or audited course is permitted per semester. Time off allowances for job related classes on campus is permitted provided the employee makes every attempt to make up the time missed from work.

In order to take advantage of this educational opportunity, the following guidelines must apply:

1. The employee must be full-time employed with the College for at least one year prior to the semester of admittance to the program, and full-time employed at the end of the semester.
2. The employee's immediate supervisor, department chair, and/or area vice president, must grant approval prior to enrolling in the course.
3. The course must be related to one of the following:
 - a. Job responsibilities
 - b. Professional development
 - c. Pursuit of a degree

4. Documentation that the course has been successfully completed must be forwarded to the supervisor. The employee must maintain an overall GPA of 2.0 to remain eligible for the program. Failure to achieve the specified GPA may forfeit program eligibility. This excludes audited provisions.

While educational assistance is expected to enhance employees' performance and professional abilities, Bennett College cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

3.9 MILITARY LEAVE

Leave without pay will be granted to a regular full-time employee who is ordered to extended military duty. An employee who is granted military leave may apply for reemployment within the periods prescribed by law.

Bennett College is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the College's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Office of Human Resources.

An employee who seeks military leave should notify his or her supervisor and the Office of Human Resources at least thirty days in advance unless conditions of the military service make it impossible to do so.

Military leaves of absence will also be granted to employees of the College for regular military training courses or annual training. To meet their training duty obligations, employees may elect to assume a leave without pay status or may choose to request accrued annual leave. All requests for such military leave must be made in writing and include a copy of the official military orders.

3.10 LEAVE WITHOUT PAY

Leave without pay is an authorized absence (i.e., educational leave), with the expectation of continued employment and must be approved by the immediate supervisor and other administrators, as needed.

3.11 JURY DUTY

Jury duty service is a civic duty, and it is expected that all employee will serve when called. If an employee is summoned to jury duty, supporting documentation is required for jury service. The College will continue that employee's normal pay and benefit accruals for a maximum of two (2) weeks while he/she is participating in jury duty service. The employee will also be allowed to retain the jury duty pay.

The College requires that an employee provide the supervisor with a copy of the "Certificate to Juror" in order to have their absence from work excused and to receive compensation during a jury duty absence.

An employee serving on a jury should notify her/his supervisor daily of the absence.

Court Appearance - If an employee must appear in court, either voluntarily or involuntarily, his/her court appearance(s) will be charged to annual or personal leave time accrued or the time taken as leave without pay.

3.12 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 provides for employees meeting certain criteria to take time off, without the loss of job or benefits, to care for family members or themselves during periods of medical urgency or the birth, adoption or placement of a child with the employee.

Nature of FMLA Leave

FMLA leave is an unpaid leave. The College, however, requires employees to exhaust all paid leave (accrued sick leave, personal leave and accrued annual leave, if applicable) before requesting unpaid FMLA leave. FMLA leave and paid leave will run concurrently, and FMLA will run concurrently with short-term disability, long-term disability and workers' compensation leave.

Pursuant to FMLA, employees who have worked continuously for Bennett College for at least 12 months and at least 1,250 hours during the prior 12 months may take up to 12 weeks of unpaid job protected leave per the 12-month period measured forward from the date of your first FMLA usage. Sample situations:

- Birth and/or care of a newborn child of the employee;
- Placement of a child into the employee's family by adoption or by a foster care arrangement;
Care of the employee's spouse, child (means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability"), or parent who has a serious health condition (as defined by the FMLA); or
- Because of the employee's own serious health condition.

- Military Caregiver Leave, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a "covered service member" is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member. A "covered service member" includes a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in an outpatient status, or on a temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty. This leave expands the number of weeks of FMLA from 12 to 26 for qualifying families and also expands the protection to additional family members, *i.e.*, next of kin.
- Exigency Leave, under this new provision, an eligible employee who is the spouse, son, daughter, or parent of a member of the National Guard and the Reserves is entitled to up to 12 weeks of FMLA-protected leave to use for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or is called to active duty. The Department of Labor regulations list the following types of circumstances that will qualify as a "qualifying exigency:" short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities not encompassed in the other categories.

Please contact the Office of Human Resources for further details and explanation.

3.13 WORKERS' COMPENSATION

Workers' compensation benefits are available to any Bennett College employee who suffers a disability through accident or occupational diseases arising out of, and in the course of, his/her employment. Employees may be eligible for Workers' Compensation. All employees are requested to report any injury or illness incurred while at work to your supervisor and/or to the Office of Human Resources. **(See Appendix A5)**

SECTION 4

WORK SCHEDULES / PAYROLL/ TIMEKEEPING

4.1 WORK SCHEDULES

The normal work schedule for all employees is 8 hours a day, Monday to Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime.

4.2 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Bennett College expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Bennett College. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. *Poor attendance and excessive tardiness may lead to disciplinary action, up to and including termination of employment.*

4.3 TIMEKEEPING

Accurate recorded time worked is the responsibility of every nonexempt employee. Federal and state laws require Bennett College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recoding time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

4.4 PAYROLL

The College's seven (7) day workweek starts at 12:01 a.m. on Sunday and ends at midnight on the following Saturday.

All employees are paid either monthly or bi-weekly via direct deposit.

Monthly Employee (Faculty & Staff)

- Paid on the last day of the month – If the last day of the month falls on a Saturday, Sunday or holiday, employee is paid on the last official workday prior to the last day of the month.

Bi-Weekly Employee (Staff)

- Paid every other Friday. If the pay date falls on a holiday, employee is paid on the last official workday prior to the pay date.

Bennett College will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered to by a court. Bennett College reserves the right to deduct the administrative costs (per garnishment) of complying with wage assignment and garnishment orders from the employee's pay up to the amount allowed by law.

4.5 EMERGENCY CLOSING

At times, emergencies such as severe weather, fires or power failures, can disrupt College operations. In extreme cases, these circumstances may require the closing of the College.

The President will declare the specific hours or days as an emergency closing due to inclement weather or other emergency conditions. This procedure applies to all Bennett College employees in positions affected by the inclement weather and emergency closings.

It is the responsibility of vice presidents, department chairs, deans, directors and supervisors to ensure the provisions of this policy are administered to all employees in a consistent manner. It is the responsibility of the supervisor to provide accurate time and leave information to the Payroll Department.

Definitions:

Authorized Closing: Is the closing of College operations, as determined by the President for specific periods of time as needed. An authorized closing may be for an entire shift or a partial shift, such as in the case of late openings or early closings.

Emergency Conditions: Those conditions, as determined by the President, that severely hamper employees from traveling to and from work, or remaining at work (such as inclement weather, utility failure, fire or other forced evacuations).

Essential Personnel: Those employees identified by the employing department who are required to work during periods of authorized closings. Examples of essential personnel may be, but are not limited to: Public Safety Officers, Physical Plant Personnel, Residence Directors, On-call Residence Directors and other positions on an as needed basis (i.e. Counseling, Health Services.) In the event of an authorized closing, a supervisor may change the status of any staff member to essential personnel based on the needs of the College.

Non-Essential Personnel: Those employees who are not required to work during periods of authorized closings.

Closing Decisions

Decisions to close the College due to adverse weather conditions or other emergency situations will be made by the President or designee. Individual vice-presidents, directors, department chairs, deans and supervisors are not authorized to make closing decisions without the approval and consent of the President or designee.

The President or a designee may make such a decision at any time during the calendar year to protect the best interest and welfare of the College. In the event it becomes necessary to delay opening or closing the College, information will be communicated in the following manner:

- An announcement will be sent to the local television station, between 5:30 a.m. and 6:00 a.m.
- The Office of Public Safety (336-370-8621) will have information regarding the status of delays or closing by 5:30 a.m.
- The Belle Alert System
- The College website (www.bennett.edu) will have an announcement on the homepage between 5:30 a.m. and 6:00 a.m.

Compensation for Essential Personnel

In the event of the College officially closing, essential personnel who work their normally scheduled shift(s) will be paid for those hours worked.

Essential personnel required to work in excess of the hours in their normally scheduled shift will be compensated in accordance with the Fair Labor Standards Act for the excess time worked. Provided they are in a non-exempt classification, the employee will be paid overtime if the hours worked exceed 40 hours in one workweek.

Employees within their probationary period are not permitted to use annual leave or sick leave. It must be leave without pay or personal leave.

Employees on approved leave with pay (i.e. annual, sick or personal leave, leave of absence, etc.), which falls on the day of an authorized closing day, will be charged leave for the day.

Annual, personal, or leave without pay must be charged, as appropriate, when a designated employee leaves before the end of the shift during an authorized closing or comes in late (after the delayed start time) during a delayed opening.

Compensation for Full-day Closing – Non-essential Personnel

To be eligible for pay, non-essential employees must be scheduled to work the day of the authorized closing. Employees on approved leave with pay (i.e. annual, sick or personal leave, etc.) on an authorized closing day will be charged leave. Employees who are eligible will be paid for the hours they are scheduled to work, as follows:

- Part-time and full-time non-exempt employees will be paid for the number of hours they are scheduled to work
- Exempt employees will be paid for a full day for every full day the College is closed due to inclement weather or emergency closing.
- Employees who work an alternate schedule will be paid for the hours they are scheduled to work during the authorized closing.
- In the event the absence meets sick leave benefit qualifications, sick leave may be authorized.

In the event of an authorized closing, a supervisor may change the status of any employee to essential personnel based on the needs of the College. The compensation guidelines relative to the new status would apply.

Compensation for Partial-day Closing – Non-essential Personnel

When an authorized closing results in a change in the work schedule, such as a late opening or early closing, employees will be paid for the period of the authorized shift closing. Employees who have prior approved leave on a day of a partial shift closing will be charged leave for the period of their approved leave.

To qualify for payment in these instances, employees must work that part of the work schedule not affected by the authorized shift closing.

Employees who do not work the scheduled operating hours, prior to an announcement of an early closing must charge the difference between annual or personal leave or leave without pay.

Employees within their probationary period are not permitted to use annual leave.

Interpretation

The Vice President of Administrative Services is responsible for official interpretation of these procedures. Management questions regarding the application of these procedures should be directed to the appropriate vice president.

4.6 MEAL PERIODS

Exempt and Non-exempt salaried employees are provided with one meal period of 60 minutes in length each workday. Non-exempt hourly employees are provided with 30 minutes in length each workday. Supervisors will schedule meal periods to

accommodate operating requirements, if applicable. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

4.7 ADMINISTRATIVE PAY CORRECTIONS

Bennett College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error or question concerning pay, the employee should promptly contact the payroll office.

SECTION 5

COLLEGE SERVICES & EQUIPMENT

5.1 MAIL SERVICES

The College Post Office is located on the basement level in the Student Union. Services offered include: stamp sales, package processing, etc. Mail boxes are assigned to individuals and departments and should be checked periodically.

5.2 USE OF INFORMATION TECHNOLOGY (IT) SERVICES

All users of Bennett IT resources are expected to follow all policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information. Every member of the Bennett community is required to exercise normal ethical and legal behavior

5.3 EMAIL USAGE POLICY STATEMENT

Bennett College owns all electronic mail account and the messages in those accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and College policies, the college also owns data received, transmitted, or stored using electronic mail accounts.

BOT Approved: IT 13.04

5.4 INTERNET USAGE

Bennett College will maintain one website to represent the institution. Definition of the Bennett College Website: a collection of web pages that represent the College as a whole, and that promotes its brand and displays its logo. Categories of information presented on the website include but is not limited to academics, campus life, admissions, alumni, parents and donations. All information placed on the website must adhere to published style guide standards.

5.5 USE OF COLLEGE SEAL AND COLLEGE LOGO

The College seal is intended for official documents and occasions such as diplomas, transcripts, legal documents, board of trustees reports, president's reports, resolutions, and proclamations, commencement and convocation documents, honor society documents, and official college stationery (i.e., letterhead, envelopes, note cards, business cards). It must not be used as a casual logo or identity, as a design element in recruitment materials, or as a decorative element. Use of the College seal is restricted and it may not be used in any other manner or context without the written permission of the Office of Institutional Advancement, by authorization of the President.

The Bennett College logo or name must appear on all external print and electronic media produced by any department for any College-related purpose.

SECTION 6

EMPLOYEE CONDUCT & WORK RULES

6.1 **EMPLOYEE CONDUCT AND WORK RULES**

Bennett College expects that employees who follow basic standards of conduct will promote a high quality work environment and ensure responsible behavior. Each employee must, at a minimum, timely report to work when scheduled and performs adequately in the job, follow the rules established by the department or supervisor, follow the policies of the College and the law, act with honesty and integrity, and respect the rights of others in the work environment. Any discipline that is imposed is intended to correct or modify an employee's conduct, to deter such conduct on the part of others, and to protect the rights of Bennett College and everyone working at, or associated with the College. This policy applies to overall performance, which at Bennett College includes but is not limited to behavior, conduct and work quality.

The supervisor must notify an employee whose job performance is inadequate, explaining the job requirements, the deficiencies, and the expectations for improvement. The supervisor in conjunction with the employee and in consultation with the Director of Human Resources will develop and implement a Performance Improvement Plan (**See Appendix A6**) for the employee. Any act that interferes with the rights or property interests of Bennett, its faculty, staff, or students may subject an employee to disciplinary action.

Discipline may take the form of verbal or written warnings, suspension with or without pay, immediate termination of employment or other appropriate corrective measures. An employee may also be suspended with or without pay during any investigation of possible misconduct.

The progression of discipline at Bennett is as follows. Some actions may be deemed severe enough to skip steps in the progressive discipline process.

- Verbal notice is the least severe type of disciplinary action and is the constructive action used to get the attention of the employee to alter the employee's behavior.
- Written reprimand notifies an employee that a specific standard of conduct has been violated and that corrective action must be taken.
- Final written notice notifies the employee of the severity of their behavior and that suspension or termination is imminent.
- Suspension is a severe form of discipline, which may be administered as a step in progressive discipline following one (1) or more written reprimands, or for the first discipline following the commission of a serious offense.

- Termination is the final and most severe form of discipline that may be imposed on an employee. This action separates the employee from the College. Termination should be used in the case of major offenses or as the final step in progressive discipline. Recommendation for termination should be in consultation with the appropriate senior level administrator. All recommendations for termination must be submitted to the Director of Human Resources. The Director will review the recommendation along with all supporting documentation and forward to the appropriate senior level administrator for final approval.

While it is impossible to list all situations which are considered serious or severe performance and/or conduct problems, the following situations may result in placing the employee immediately on a written notice, a final written notice or may result in termination of employment:

- Insubordination, dishonesty, fraud, gross carelessness/negligence of duties.
- Sexual or other unlawful harassment of other employees.
- Altercations (verbal or physical contact) outside the reasonable bounds of office decorum and communication.
- Theft or unauthorized removal or College documents/equipment from premises.
- Falsifying or tampering with College documents or records, including time sheets and applications.
- Intentionally damaging or defacing of College property.
- Reporting to work under the influence of alcohol, illegal drugs or controlled substances.
- Use, sale, dispensing or possession of illegal drugs or controlled substances on College premises.
- Possession of dangerous or unauthorized materials such as explosives or, firearms
- Violation of secrecy regarding office transactions which are held in confidence and trust.
- Excessive absenteeism or tardiness, or unexcused absence or tardiness.
- Failure to comply with safety and health standards and regulations.
- Criminal conduct or conduct involving moral turpitude (i.e., acts that are contrary to accepted moral standards of the College), whether within or outside the workplace, which the College determines to impact adversely on the College's image, business activities or business.
- Failure to satisfactorily complete the probationary period.

All disciplinary action is administered on a case-by-case basis with consideration given to the seriousness and frequency of the offense, the employee's past record (including work history and earlier disciplinary record) and the circumstances surrounding the particular case. Due to the unique nature of each situation, Bennett reserves the right to impose discipline appropriate to the circumstances.

When it is expected that an employee leaving the College may pose physical harm to another individual or damage to college property, the immediate supervisor must notify his/her senior level administrator and the Director of Human Resources immediately. The senior administrator in consultation with the Director of Human Resources will

recommend that the President issue notification to ban the former employee from the College's premises. Upon approval of recommendation, the Office of the President will notify the Office of Public Safety and appropriate senior administrators of the decision. The Director of Human Resources will notify the former employee of the decision.

All terminated employees, voluntary or involuntary, are required to complete an exit interview conducted by the Office of Human Resources. During the exit interview, the employee is required to turn in all property belonging to the College (i.e. keys, cell phone, laptop, credit card). The employee's final payroll check may be delayed, to the extent permitted by law, until an exit interview is completed by the Office of Human Resources and all College owned property is returned.

6.2 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Bennett College presents to customers and visitors.

During business hours or when representing Bennett College, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.