

Brevard College

Staff Employee Handbook

This edition replaces all previous handbooks.

June 2021

PREFACE

This edition of the Brevard College Staff Employee Handbook includes revisions and updates which have been adopted since its most recent prior publication in June 2015. Special thanks go to the Faculty Council, the Staff Council, the Academic Policies and Standards Committee, and the academic division chairs for their suggestions to improve various sections of this edition. This edition supersedes and replaces all preceding versions of the Handbook. As with any edition of such a document, this edition should be viewed as a dynamic document, reflecting current policy and practice as accurately as possible. Nonetheless, individuals and appropriate campus entities are encouraged to offer suggestions for further changes (additions, deletions, and revisions), so that they can be considered for inclusion in the next edition.

An effective Handbook presents current institutional policies and operating procedures to guide employees on campus. Changes in major institutional policies must be approved by the Board of Trustees before inclusion in future editions. Significant changes in policies related to faculty status and employment must be reviewed by appropriate faculty groups before being approved by the Board of Trustees. However, modifications dealing with operating procedures and various minor editorial revisions may be approved administratively without Board approval. Employees are reminded also to consult the current editions of the College Catalog and the Student Handbook for other relevant information.

The responsibility for custody and distribution of copies of the Handbook rests with the Vice President for Finance and Operations and the Vice President for Academic Affairs.

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SECTION I: Introduction

I. A. History of the College

The history of Brevard College traces back to three Methodist-related institutions founded in the nineteenth century: Rutherford College (1853), Weaver College (1873) and Brevard Institute (1895). The educational philosophy at these schools marked them as "Schools of Opportunity," where students worked to help pay for tuition, room, and board. As with so many institutions during the Great Depression, each school experienced financial difficulties; and in 1933, the Western North Carolina Conference of the Methodist Church ordered a merger of Weaver and Rutherford Colleges on the grounds of then-idle Brevard Institute to form a new Brevard College.

Today, Brevard College continues to change with, and ahead of, the times. The College began a substantive change in 1996, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), to award its first Baccalaureate Degrees. From a modest beginning of three majors in art, music, and environmental studies, the College now offers nineteen major programs, along with a variety of minors. Specific information about the current academic program, can be found in the current College Catalog published annually.

Central to the College's mission, identity, and approach is to educate the whole person through its established academic curriculum; its co-curriculum of service, internships, peer-advising, and practica; and its extra-curriculum of athletics, clubs, publications, the arts, and student government. As a church-related college, we accept gladly the mandate to provide a quality education within a faith based context while welcoming students and staff of all creeds and religions. A Brevard College hallmark is a closely-knit community of students, faculty, and staff, each of whom is both teacher and student. Faculty, staff, and students work together on committees, in the classroom, in volunteer work both on and off campus, in performances in music and theater, and on environmental concerns in order to implement the mission of the College.

I. B. Philosophy and Mission of the College

(Approved by Board of Trustees)

Mission Statement: *Brevard College is committed to an experiential liberal arts education that encourages personal growth and inspires artistic, intellectual and social action.*

Our Vision for Brevard College

Brevard College is distinct among liberal arts colleges because of our strong and historical commitment to experiential education in a highly personalized learning environment. Since our educators “purposefully engage with learners in direct experience and focused reflections in order to increase knowledge, develop skills, and clarify values,”¹ Brevard College will seek innovation in classrooms connected to the world so that our academic programs achieve regional and national recognition.

Brevard College is located in a culturally vibrant community in the Blue Ridge Mountains. Guided by the heritage and traditions of the United Methodist Church and the college motto, “Learn in Order to Serve”, we encourage purposeful contribution to community and thoughtful stewardship of the environment.

Brevard College will preserve an intimate learning environment while significantly increasing enrollment and endowment. We will attract a diverse, national, and international student body that will graduate at rates exceeding national averages. We will attract and retain appropriately credentialed faculty who will offer an outstanding experiential liberal arts education for our students.

Brevard College will provide a living and learning environment with active, creative programs and facilities that are safe, comfortable, and sustainable with up-to-date technology. The athletic programs will be competitive and complement the total campus experience.

Brevard College will educate and inspire students to make positive changes in the world.

¹ Association for Experiential Education (AEE)

I. C. Organization of the College

(updated 04/11)

1. Board of Trustees

- a. **Board Responsibilities:** The primary function of the Board of Trustees shall be to make policy, provide oversight of long-range planning, and ensure sound resource management of the College. The Board shall determine the College's general, educational and financial policies, as well as review and approve the Mission Statement of the College. In addition, the Board is responsible for hiring and evaluating the College President, who shall be the Chief Executive Officer of the College.

- b. **Officers of the Board:** The Board of Trustees is led by three officers. These positions are Chairperson of the Board, Vice Chairperson of the Board, and Secretary of the Board. The Officers routinely meet with the President of the College for updates on the state of the College. The officers are elected by the membership of the Board.

- c. **Committees of the Board of Trustees:** The Board of Trustees has established "standing" committees with specific responsibilities.
 - 1) **Executive Committee:** The Executive Committee carries forward the work of the Board between meetings of the full board. In general, the Executive Committee bears responsibility for the full range of governance of the College normally assigned to the Board: safeguarding the College's property and other legal interests, overseeing financial matters and major expenditures. It shall have the power to control the internal regulations of the College in consultation with the President; to authorize all salaries, emoluments, and other allowances for employees of the College; to approve the annual budget and authorize the annual audit of the College; and to exercise all powers of the Board of Trustees in the interim between meetings of the Board. It shall always report its actions in writing to the Board of Trustees.
 - 2) **Academic Affairs Committee:** The Academic Affairs Committee reviews all recommendations of an academic nature on which the Board or the Executive Committee will vote, including tenured appointments and new degree programs. The Committee reviews long-range academic planning and all major changes to the curriculum in view of the institution's mission. The President and the Vice President for Academic Affairs and Dean of the Faculty are the administrative liaisons with the Committee.
 - 3) **Audit Committee:** The Audit Committee is responsible for enhancing accountability, providing transparency, compliance, ethics activities, managing risk, and ensuring effective and efficient options. The Audit Committee helps plan and review risks reports, and then assigns initiatives and risk reviews to other board committees as indicated. The President and Vice President for Finance and Operations are the administrative liaisons with the Committee.

- 4) **Buildings and Grounds Committee:** The Buildings and Grounds Committee works with officers of the College to bring a long-range perspective to plans for construction, renovation, and removal of College facilities, as well as major landscaping of the campus. It reviews and makes all recommendations on new building projects to the Executive Committee and the Board and monitors progress on current projects. The President and the Vice President for Finance and Operations are the administrative liaisons with the Committee.
- 5) **Enrollment Management Committee:** The Enrollment Management Committee is responsible for the support of strategic initiatives aimed at meeting the overall enrollment goals of the College. In addition, this committee assures that the College provides an athletic program which complements the academic mission of the College and follows the rules, regulations and guidelines of the NCAA. This committee is also responsible for providing a strong program in campus and residential life. The President, the Vice President of Admissions and Financial Aid, the Vice President for Student Success and Services and the Vice President for Finance and Operations (or designee) are the administrative liaisons with the Committee.
- 6) **Finance Committee (sub-committee, Investment Committee):** The Finance Committee is charged with review and approval of the operating budget of the College and the annual audit, as well as oversight of the College's endowment. This committee reviews the College's programs for individual, corporate and foundation giving. The Investment sub-committee is charged with developing a sound investment policy and ensuring that it is implemented efficiently and effectively. The President, the Vice President of Philanthropic Development and the Vice President for Finance and Operations are the administrative liaisons with the Committee.
- 7) **Trusteeship and Governance Committee:** The Trusteeship and the Governance Committee is composed of the Chair, the President of the College, and the two most immediate Past Chairs of the Board, if they are also members of the Board, and other Trustees as the Chair of the Board may nominate with the advice and counsel of the President of the College and to be approved by a majority of all Trustees then in office. The committee shall work with the President to seek out individuals with appropriate talents and affiliation who are prepared to make a substantial commitment of time and resources to furthering the mission of the College. The Trusteeship and Governance Committee shall also work with the Chair and the President to organize an effective orientation of all newly elected trustees and an ongoing Trustee Development process for all the Board that includes a Trustee Evaluation after their three year term. The Committee will nominate candidates for Term, Life and Emeriti positions.

The Board of Trustees has the power to appoint ad hoc committees as it deems necessary.

2. Administration

- a. **Office of the President:** As chief educational and administrative officer of the College, the President is responsible to the Board of Trustees for appointment of faculty and staff, supervision, management, and governance of the College. In the absence of the President, the Vice President for Academic Affairs and Dean of the Faculty normally will be the officer to whom presidential responsibilities will be delegated. The Office of the President is responsible for chief executive functions including but not limited to developing and administering initiatives and programs to implement the policies established by the Board of Trustees. The President of the College is directly responsible for, but not limited to, the following:
- 1) Supervising the Offices of the College, with particular oversight of athletics, finances, fundraising, and enrollment management;
 - 2) Planning, both short range and long range; Reporting regularly to the Board of Trustees on all initiatives and programs to carry out the mission of the College;
 - 3) Finalizing all employment contracts and compensation agreements;
 - 4) Presiding over all official ceremonies of the College;
 - 5) Ensuring that all programs and initiatives of the College meet the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), all Federal guidelines and regulations applicable to hiring practices, employment rights, students' rights, admissions and financial aid criteria, and occupational safety;
 - 6) Advancement of the institution among alumni, friends of the College, United Methodist churches, foundations, and other philanthropic resources.
 - 7) Executive Leadership Team- the Executive Leadership Team (ELT) is comprised of five Vice Presidents, all who report to the President. This body works collaboratively to lead all of the functional and programmatic areas of the college. Chaired by the President, the ELT is charged with creating and implementing the strategic plan that supports the Mission and Vision of the college. All budget centers report to the Vice President within his or her area.
- b. **Office of Academic Affairs:** The Vice President for Academic Affairs and Dean of the Faculty reports to the President and is responsible for the oversight of the academic and campus life programs of the college. To carry out this role, the Vice President for Academic Affairs works closely with the Academic Leadership Team, which consists of the Division Chairs, the Academic Affairs Associate Deans, the Director of the Library, and the faculty committees of the College.
- c. **Division of Student Life:** Vice President for Student Success and Services and Dean of Students reports to the President and has the responsibility for campus life programming and operations. The Dean of Students supervises a professional staff to assure that residential life, counseling services, student activities, food service and student health services support the mission of the College. The Dean of Students is also the Title IX Coordinator.

- d. **Office of Admissions and Financial Aid:** The Vice President of Admissions and Financial Aid reports to the President and is responsible for all recruiting, admissions, new student enrollment, financial aid, and scholarship administration.
- e. **Office of Finance and Operations:** The Vice President for Finance and Operations also serves as the College's Chief Financial Officer and reports directly to the President. The Vice President for Finance and Operations oversees the finances of the institution, athletics, maintenance of the institution's physical plant, Human Resources, Information Technology and Institutional Research.
- f. **Office of Alumni Affairs and Development:** The Vice President for Alumni Affairs and Development reports to the President and is responsible for the institutional fund raising program of the College, as well as alumni relations.

3. Faculty

The College Faculty shall be composed of the President, the Vice President for Academic Affairs, other designated officers of the College, the full-time instructional staff, librarians with appropriate professional credentials, and such other persons as designated by the President and approved by Board of Trustees or its Executive Committee. Led by the Vice President for Academic Affairs and Dean of the Faculty, the faculty is responsible for teaching and research functions at the College including areas such as the curriculum, instructional methods, academic policies, and faculty status. The faculty is organized into five divisions, each headed by a division chair appointed by the Vice President for Academic Affairs:

- a. Fine Arts
- b. Humanities
- c. Science and Mathematics
- d. Social Sciences
- e. Experiential Education

I. D. Shared Governance System

(Philosophical framework approved by Board of Trustees, 10/10/03)

(Committee structure and descriptions updated, 04/11)

The purpose of the shared governance system at Brevard College is to provide a systematic, recognized means for campus constituencies to provide appropriate, meaningful, and timely input and reactions to institutional decision-making. Such a system is a structural means through which the College can build and sustain a campus culture of intentional continuous improvement toward more effectively achieving its educational mission. Continuous improvement will occur to the degree that the system encourages and enhances progressive, innovative thinking and decision-making at all levels of the institution.

Much of the work of this shared governance system will inevitably occur in the various committees, both the campus advisory committees listed later in this section and the faculty committees listed in Section II. This committee structure has been devised primarily based on the functions most fundamental to the College's overall educational mission. The primary purpose of the various committees in the system is to serve in a facilitative and advisory role for administrators, staff members, offices, and departments in the accomplishment of their respective duties. The articulation of such a system also does not prevent or preclude individuals from having direct contact with the President and other executive leaders. The College's vice presidents and academic division chairs as groups do not appear on the shared governance organizational chart because they serve administrative functions delineated on the College's organizational chart. These individuals and groups will frequently interact with the shared governance committee structure in numerous formal and informal ways.

Several principles must be in operation for this system to reach its potential:

1. high levels of trust, individual commitment, and mutual respect and affirmation
2. multi-directional communication
3. multi-directional accountability
4. decision making which is grounded in analysis, research, and thorough information-gathering and appropriate information-sharing

5. appropriate-level decision-making
6. desirability of staggered terms to ensure continuity in committee work
7. adequate training and support for all parts of the system

The overall shared governance system also assumes committee members will take seriously and conscientiously their representative role for their constituencies. The particular committees in the shared governance system may change from time to time. The effectiveness of the overall system will require frequent interactions among various committees and between various committees and administrative officers and departments. In addition to the standing committees listed below and in Section II, both standing committees and administrators may occasionally form shorter-term task forces to meet a wide variety of purposes. Standing committees may also find it valuable to create standing or short-term sub-committees.

The current campus-wide advisory committees include:

1. The **Academic and Information Technology Committee** is responsible for recommending policies, directives, and strategies for the future which pertain to academic and information technology at the College. Membership includes one faculty representative from each academic division, a similar number of representatives from the College staff and student body, and advisory members consisting of the Director of Information Technology, the Director of the Library, and other Information Technology personnel.
2. The **Athletic and Compliance Committee** fosters positive relations between the Athletic Department and all other units of campus so that student-athletes and athletic activities are effectively and appropriately integrated into the campus as a whole. The committee seeks to balance the College's educational mission with needs of the student-athlete and athletic program. The committee serves as a resource to those involved with oversight of athletics including the Director of Athletics, Faculty Athletics Representative, the Vice President and Dean for Students, the Vice President for Finance and Operations (or designee) and the President. The Committee is chaired by a faculty member (designated by the Vice President for Academic Affairs), and its membership includes one faculty representative from each academic division, one staff representative from campus life, one representative from the coaching staff, two students (one student-athlete and one representative of the general student body). The Director of Athletics, Faculty Athletics Representative, the Compliance Coordinator, and the Vice President for Admissions and Financial Aid (or designee) serve ex-officio.

Summary of Roles and Responsibilities:

- Provide recommendations to the Director of Athletics on relevant matters related to athletics and student-athlete integration into the campus.
- Review and advise on student-athlete welfare issues such as academic progress, graduation rates, student-athlete satisfaction surveys/exit interviews, personal conduct of student-athletes and other matters pertaining to athletic programs and personnel.
- Receive and evaluate athletic policies and programs to ensure compatibility with the overall aim and mission of the college.

- Annual review of gender equity and Title IX and development and monitoring of the gender equity plan.
- Educate campus constituents on the work of the committee and the athletic program as a whole.
- Recommend modifications to institutional practice & policy to better serve and support student-athlete success.
- Review and approve athletic schedules for competition.
- Participate in the periodic self-study of the intercollegiate athletic program.

The Athletics Committee should have an established schedule meeting on at least a monthly basis throughout the academic year and will report annually to the Vice President for Finance and Operations and the President.

3. The **Environmental Issues Committee** advises the College on environmental issues, with a special focus on helping the institution increase its energy efficiency and enhancing environmental stewardship. Chaired by a person appointed by the President, the Committee includes faculty representatives from the academic divisions, members of the College staff, representatives from the student body, and advisory members consisting of the College's EPA Peer Reviewers.

4. The **Health, Safety, and Risk Management Committee** is responsible for recommending policies and procedures to Executive Leadership Team which advocate for campus-wide health, safety, and security and which improve institutional risk management. Membership includes one faculty representative from each academic division, two representatives from the College staff, two representatives from the student body, advisory members consisting of the Vice President for Finance and Operations (or designee), the Director of Safety and Risk Management and the Vice President and Dean of Students.

5. The **Student Life Committee** serves as an advisory committee within the shared governance structure of Brevard College. The committee's mission is to advise the Dean of Students and the Campus Life Division on student life matters pertaining to the holistic development of Brevard College students, advanced through the following goals:

- a. To assist and advise the Dean of Students and the Campus Life Division in regard to Campus Life policies and strategies.
- b. To advise the assessment and articulation of the overall student experience on campus.
- c. To advise the assessment and articulation of the student development strategies of Campus Life.
- d. To educate and inform the College community of the student development policies and strategies of Campus Life.
- e. To bring faculty, staff, and student concerns for student life to the Dean of Students, the Campus Life Division, and other interested personnel.

Membership includes one faculty representative from each academic division, two representatives from the College staff, and four representatives from the student body. The Dean of Students is an ex officio member of the committee.

SECTION II:

Policies and Procedures Applicable to Staff Members

II. A: Classification of Employees

Classification of employees depends upon the area in which an individual works and the assigned responsibilities. Employee classifications are as follows:

- 1) **Full-time, Monthly, Exempt:** Full-time monthly employees work at least thirty-seven and one-half (37.5) or forty (40) hours per week and are paid on a monthly basis.
- 2) **Full-time, Non-Exempt Hourly:** Full-time non-exempt hourly employees work either thirty-seven and one-half (37.5) or forty (40) hours per week and are paid bi-weekly.
- 3) **Full-time, Reduced Hours, Monthly Exempt, Non-exempt hourly:** Full-time, reduced hours, monthly and non-exempt hourly staff work between 32 and 37.5 hours per week and, based on their classification, are paid on a monthly or bi-weekly basis.
- 4) **Regular or Temporary:** Staff employees, either monthly or non-exempt hourly, may also be classified as regular or temporary.
 - a) **Regular:** Those employees who are appointed with the expectation of continuing their employment indefinitely, contingent upon satisfactory work performance, available funds to sustain the position, and acceptable professional and personal qualities.
 - b) **Temporary:** Those employees who are appointed for a stated period of time.
- 5) **Exempt or Non-exempt Hourly:** Under the Federal Fair Labor Standards Act (“FLSA”), all staff employees are classified as exempt or non-exempt hourly.
 - a) **Exempt:** Exempt employees, sub-classified as executive, administrative, and professional, and are not subject to the minimum wage and overtime provisions of the FLSA.
 - b) **Non-exempt Hourly:** Non-exempt hourly employees are subject to the minimum wage and overtime provisions of the FLSA.
- 6) **Probationary Status:** Newly hired staff employees are placed in a probationary status for the first ninety (90) days of employment.
 - a) **Trial Period:** At any time during the probationary status the services of the employee may be terminated without notice at the discretion of the College.
 - b) **Accrual of Benefits:** Leave benefits accrue during the ninety (90) day probationary status time but may not be taken until after the period is satisfactorily completed.
 - c) **Exceptions:** For certain administrative, executive, or professional positions, a longer initial probationary period may be required by the College, as indicated at the time of appointment.

II. B: At Will Employment

- 1) **Employment At Will Policy:** Brevard College subscribes to the policy of “employment at will.” An at will employee may terminate employment with Brevard College at any time for any reason and Brevard College can terminate the employee’s employment at any time for any reason, except those reasons prohibited by state and federal law.
- 2) **Agreements:**
 - a) **Oral:** No employee or supervisor at the College is authorized to make an oral employment agreement for a specific term. Such agreements, if made, are without authorization of the College and should not be relied upon.

- b) **Written:** Written employment agreements for a specific term or otherwise can only be offered by the President.

II. C: Work Schedules

- 1) **Usual:** As already described, the normal work week is either thirty-seven and one half (37.5) or forty (40) hours, depending upon the classification and work schedule of the employee.
- 2) **Discretionary Authority of Supervisors:** During special times of the academic year supervisors have discretionary authority to develop flexible work-hour arrangements in order to minimize overtime while maximizing service. Employees are expected to understand and respond to these special situations.
- 3) **Overtime:** Supervisors may schedule overtime when it is mandatory for the effective operation of their areas.
 - a) **Prior Approval:** No one may work overtime without prior approval from his or her supervisor.
 - b) **Overtime Compensation (for non-exempt hourly employees only).**
 - i) Ordinarily compensatory time off within the same forty-hour pay period at a time convenient to the College.
 - ii) If compensatory time is not possible, compensation will be straight time rate for the first forty (40) hours and time and one-half rate for hours worked over forty (40) hours per week.

II. D: Outside Employment

The College expects full commitment by the employee to his or her job assignment and responsibilities at the College. If the employee deems additional outside work necessary, the employee must discuss such outside employment with the appropriate supervisor for approval. Supervisor's approval for outside employment will be based on the following guidelines:

- 1) Outside employment must not in any way interfere or compete with the employee's responsibilities at the College.
- 2) Employee may not perform outside employment on College time, or use College supplies or equipment in the performance of any outside employment.
- 3) Employee may not use or reveal any confidential information regarding any aspect of the College to an outside employer, client, or colleagues.
- 4) Employee may not use the College position to obtain business or to gain a personal advantage.

II. E: Staff Appointment Procedure

Brevard College encourages qualified applicants to apply for openings within the College for which they have an interest and appropriate experience. The College also encourages supervisors to consider internal candidates who have the skills and qualifications of the position advertised.

- 1) **Approval:** Prior to advertising for any position, all staff positions including descriptions of, and compensation to be offered, must be approved by the supervisor, area Vice President and the President of the College. The Director of Human Resources must approve all staff position advertisements before being placed on the Website or in publications.
- 2) **Posting:** Advertising may occur on the College website and other areas deemed appropriate by the area Vice President.

3) **Selection Process:**

- a) **Required Supporting Documentation:** All candidates should provide the following:
 - i) Resume showing work experience and education;
 - ii) Cover letter;
 - iii) References (at least two, with one from current or last employer);
 - iv) Official transcripts of professional-level education, if applicable; and
 - v) Official copies of trade or professional license(s), if applicable.
- b) **Interview:** An interview of final candidates is encouraged. The process normally includes, at a minimum, the supervisor of the area and the reporting Vice President. With prior approval of the President, the College may pay travel expenses for candidates invited to interview for a position.
- c) **Offer to Candidate:** No offer of employment and/or compensation may be made prior to consultation and approval by both the area Vice President and the President of the College. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all external candidates being considered for employment.

II. F: Brevard College Staff Council

- 1) **Function:** The Staff Council is the representative body that extends to all areas related to the welfare of the staff.
- 2) **Scope:** The Staff Council addresses concerns and recommendations to enhance staff participation in opportunities for professional and community development. The Staff Council will also help to facilitate communication among faculty and staff thereby enabling the College to reach its objectives within the stated purpose of the institution.
- 3) **Membership:** The Staff Council shall be composed of 9 voting members from each of the following groups, elected or appointed for two-year terms:
 - a) Academic Affairs and Library Services
 - b) Athletics
 - c) Finance Office
 - d) Admissions & Financial Aid
 - e) Campus Life (includes Dining Services)
 - f) Alumni Affairs & Development
 - g) Facilities
 - h) President's Office & Communications
 - i) Information Technology
 - j) Human Resources (Ex-Officio)
 - k) One At-Large position (if needed)
- 4) **Election of or Appointment of Members:** A member may be elected or appointed to the Staff Council. The method is left up to the discretion of the department head. If election is selected, all full-time and part-time members of the Administrative Group must be given the opportunity to vote by written ballot. The person receiving a simple majority of votes shall be declared the winner. If appointment is the method selected, the department head will make his or her appointment. Successive terms are not encouraged but are allowed if the department head deems it necessary.
- 5) **Structure of Staff Council:** The Staff Council shall elect or appoint from the voting members a Chair and a Scribe. The Chair will serve for a term of two years. After the two year term is served by the Chair, he or she shall stay on the Staff Council for one year to assist in the transition of the new Chair. Duties of the Chair include, but are not limited to,

scheduling and leading the meetings, and providing liaison with the Faculty Council and the Office of the President. The Chair is also expected to attend the Board of Trustee meetings for the College. The Scribe will serve for a term of one year. Duties of the Scribe include, but are not limited to, producing, distributing and posting the minutes of the meetings in a public folder.

- 6) **Meetings:** The Staff Council shall meet a minimum of two times a semester and additional times as determined by the members.
- 7) **Responsibilities:** The responsibilities of the Staff Council are the following:
 - a) To remain informed of the needs and concerns of the Staff;
 - b) To review policies related to staff hiring, compensation and benefits; duties and responsibilities; development and evaluation; and give feedback to the administration.
 - c) To examine suggestions, complaints and/or concerns of the staff and to serve as a resource on behalf of staff members.
 - d) To advise and make recommendations regarding concerns of the Staff to the President and Vice President for Finance & Operations, or, as appropriate, to the Faculty Council or SGA.
 - e) To consider matters referred to the Council by the President, Vice President for Finance and Operations, the staff, or other institutional entities.
 - f) To create an annual State of the Staff report. Each year the Staff Council will conduct a confidential survey of all staff members, including part-time staff, to assess perspectives on key aspects of the institution, including but not limited to the direction of the college, management effectiveness, compensation, morale and working conditions. The Staff Council will present the State of the Staff Report to the staff; the VP for Finance & Operations, who will share the report with the President. The Staff Council representative in charge of the presentation also will answer questions and facilitate discussion. In preparation for this report, the Vice President for Finance & Operations will share comparative information on salaries and benefits from peer and aspirant institutions.
 - g) To organize and coordinate Staff forums for discussion of issues of importance to the staff for professional development and information.

II. G: Benefits Applicable Only to Staff

The College provides, as an integral part of every full-time (and in limited cases, part-time) employee's compensation package, a broad array of benefits, which are described in **Section III** of this Handbook. However, because of different work schedules and responsibilities, certain benefit policies, described below, apply only to staff and administrative offices:

- 1) **Holidays:** Holidays observed for eligible staff members include Good Friday or Easter Monday (determined annually), Memorial Day, Independence Day, Thanksgiving (Thursday & Friday), Christmas (up to five days) and New Year's Day. Each year, the Director of Human Resources sends information to the staff about the official dates for observation of these holidays. These dates are subject to review and change annually. Circumstances often exist requiring one or more offices to remain open during a scheduled holiday. In those instances, the supervisor of that area should make arrangements to staff the office, as needed, assuring that all staff employees be given compensatory time.
- 2) **Eligible Staff** are defined as non-faculty positions who work a minimum of 32 hours per week for 12 months a year.
- 3) **Vacation Policy for Eligible Full-Time Staff:**

- a) Brevard College is interested in the welfare of its employees and provides vacation time as one of its fringe benefits. The vacation time is to provide eligible employees with annual periods of rest and relaxation in recognition of service performed.
 - i) Eligible Brevard College employees earn vacation on a calendar-year accrual basis to be used the following calendar year.
 - ii) All regular, full-time staff who work a minimum of thirty-seven and one-half (37.5) hours per week for twelve months are eligible for vacation. The annual vacation period is based on the calendar year (January through December). All earned vacation days are awarded on January 1 of each year while days carried forward are evaluated on December 31 of each year based on the College's carry forward policy.
 - iii) All regular, full-time, reduced hours staff who work a minimum of thirty-two (32) hours per week for twelve months a year are eligible for partial vacation. The annual vacation period is based on the calendar year (January through December). All earned vacation days are awarded on January 1 of each year while days carried forward are evaluated on December 31 of each year based on the College's carry forward policy.
 - iv) Vacation should be scheduled in consultation with the employee's supervisor and appropriate Vice President. Employees must complete the "Request for Vacation" form in advance of the requested leave period.
 - v) Employees will accrue vacation up to the maximum for each accrual rate and classification.
- b) **Vacation Accrual Tiers Based on Classification and Length of Service:**
 - i) **Full-Time, Regular, Non-Exempt (Hourly) Staff:** Full-time, regular, non-exempt (hourly) staff with less than ten (10) years of continuous service at Brevard College accrue vacation at a rate of one (1) day per month or twelve (12) days per year. Full-time, regular, non-exempt (hourly) staff with ten (10) or more years of continuous service at Brevard College accrue vacation at a rate of one and one-half (1.5) days per month or eighteen (18) days per year. All days accrued during the calendar year will be granted on January 1 of the following year to be taken during that year. For more detailed information regarding vacation accrual during the first and second years of employment, please see the section entitled 'Newly Hired Exempt and Non-Exempt, Full-Time Regular Staff' below.
 - ii) **Full-Time, Regular, Exempt (Salaried) Staff:** Full-time, regular, exempt (salaried) staff with less than ten (10) years of continuous service at Brevard College accrue vacation at a rate of one and one-quarter (1.25) days per month or fifteen (15) days per year. Full-time, regular, exempt (salaried) employees with ten or more years of continuous service at Brevard College accrue vacation at a rate of one and three-quarter (1.75) days per month or twenty-one (21) days per year. All days accrued during the calendar year will be granted on January 1 of the following year to be taken during that year. For more detailed information regarding vacation accrual during the first and second years of employment, please see the section entitled "Newly Hired Exempt and Non-Exempt, Full-Time Regular Staff" below.
 - iii) **Full-time, Reduced Hours, Regular, Non-Exempt (Hourly) Staff:** Full-time, reduced hours, regular, non-exempt (hourly) staff with less than ten (10) years of continuous service at Brevard College accrue vacation at a rate of (.75) day per month or nine (9) days per year. Full-time, reduced hours, regular, non-exempt staff with ten (10) or more years of continuous service at Brevard College accrue vacation at a rate of (1.125) days per month or thirteen and one-half (13.5) days per year. All days accrued during the calendar year will be granted on January 1 of the following

year to be taken during that year. For more detailed information regarding vacation accrual during the first and second years of employment, please see the section entitled 'Newly Hired Exempt and Non-Exempt, Full-Time Reduced Hours, Regular Staff' below.

iv) **Full-time, Reduced Hours, Regular, Exempt (Salaried) Staff:** Full-time, reduced hours, regular, exempt (salaried) staff with less than ten (10) years of continuous service at Brevard College accrue vacation at a rate of (1) days per month or twelve (12) days per year. Full-time, reduce hours, regular, exempt (salaried) employees with ten or more years of continuous service at Brevard College accrue vacation at a rate of (1.3125) days per month or fifteen and three-quarter (15.75) days per year. All days accrued during the calendar year will be granted on January 1 of the following year to be taken during that year. For more detailed information regarding vacation accrual during the first and second years of employment, please see the section entitled "Newly Hired Exempt and Non-Exempt, Full-Time, Reduced Hours, Regular Staff" below.

c) **Newly Hired Exempt and Non-Exempt, Full-Time, Regular Staff:**

i) **Vacation days allowed during first year of employment:** During the first year of employment, newly hired, exempt and non-exempt, full-time, regular staff are granted the pro-rata share of six annual vacation days based on the quarter in which they were hired as follows:

- (1) January - March employment date - 6 vacation days
- (2) April - June employment date - 4.5 vacation days
- (3) July - September employment date - 3 vacation days
- (4) October - December employment date - 1.5 vacation days

These days are to be used during the first year of employment but only after the completion of the ninety (90) day probationary period. Upon completion of the probationary period, vacation will be credited from the beginning employment date. Unused days may be carried forward but not in excess of allowed days as set forth under 'Carryover Vacation Days' as described below.

ii) **Vacation days allowed during the second year of employment:** During their first year of employment, newly hired exempt and non-exempt full-time regular staff will also accrue vacation based on their month of employment and category as non-exempt, hourly or exempt, salaried. Accrued vacation will be used during the following calendar year of employment. All days accrued under this policy will be granted on January 1 of the following calendar year to be used during that year.

Full-time Staff		
<u>Beginning Employment</u>	<u>Non-Exempt</u>	<u>Exempt</u>
Jan	12	15
Feb	11	13.75
March	10	12.5
April	9	11.25
May	8	10
June	7	8.75
July	6	7.5
Aug	5	6.25
Sept	4	5
Oct	3	3.75
Nov	2	2.5
Dec	1	1.25

iii) **Carry Forward Vacation Days:** Because the College recognizes that circumstances may occur which could prevent a staff member from using their allotment of vacation days each year, employees may carry forward vacation days from one year to the next. Regular, full-time, exempt and non-exempt staff may carry forward vacation days not to exceed five (5) days in addition to those days accrued during the year and awarded on January 1.

(1) For 2004-2005 only, staff employed with the College prior to January 1, 2005 will be allowed to carry forward vacation based on the approved vacation policy in effect through December 31, 2004. (Note: *Brevard College Staff Employee Handbook*, Section II, page 7 of 15 – Accrued Vacation Carryover: 10 days for employees up to 10 years of continuous service or 15 days for more than 10 years of continuous service). Staff employed with the College prior to January 1, 2005, who carried forward days from December 31, 2004 but were not able to use those days during the 2005 calendar year may continue to carry those days forward until used. (Note: At no time will the carry forward days for staff employed prior to January 1, 2005 exceed days carried forward on December 31, 2004. The five day carry forward effective December 31, 2005 and in subsequent years will not be added to the December 31, 2004 carry over days.)

iv) **Separation from the College:** Employees separating from the college by advance letter of resignation as indicated under ‘Employment Separation’ may receive payment for unused and accrued vacation time up to a maximum of fifteen (15) days for less than 10 years employment or twenty-one (21) days for 10 or more years of employment. Generally, vacation days may not be used to satisfy the notice of separation as stated under *Employment Separation*.

v) **Recording of Vacation Days:**

(1) All exempt salaried and non-exempt hourly staff eligible for vacation must record their used vacation on the “Vacation/Sick Log Form.” This form must be completed and submitted to the supervisor and appropriate Vice President for approval. Completed logs must be submitted to Human Resources at the end of each month.

d) **Newly Hired Exempt and Non-Exempt, Full-time, Reduced Hours, Regular Staff:**

i) **Vacation days allowed during first year of employment:** During the first year of employment, newly hired, exempt and non-exempt, full-time, reduced hours, regular

staff are granted the pro-rata share of six annual vacation days based on the quarter in which they were hired as follows:

- (1) January - March employment date – 4.5 vacation days
- (2) April - June employment date - 3.5 vacation days
- (3) July - September employment date – 2.25 vacation days
- (4) October - December employment date – 1.25 vacation days

These days are to be used during the first year of employment but only after the completion of the ninety (90) day probationary period. Upon completion of the probationary period, vacation will be credited from the beginning employment date. Unused days may be carried forward but not in excess of allowed days as set forth under ‘Carryover Vacation Days’ as described below.

- ii) **Vacation days allowed during the second year of employment:** During their first year of employment, newly hired exempt and non-exempt full-time, reduced hours, regular staff will also accrue vacation based on their month of employment and category as non-exempt, hourly or exempt, salaried, reduced hours employees. Accrued vacation will be used during the following calendar year of employment. All days accrued under this policy will be granted on January 1 of the following calendar year to be used during that year.

Days accrued for use next calendar year		
Three-Quarter Staff		
<u>Beginning Employment</u>	<u>Non-Exempt</u>	<u>Exempt</u>
Jan	9	12
Feb	8.25	11
March	7.5	10
April	6.75	9
May	6	8
June	5.25	7
July	4.5	6
Aug	3.75	5
Sept	3	4
Oct	2.25	3
Nov	1.5	2
Dec	0.75	1

- iii) **Carry Forward Vacation Days:** Because the College recognizes that circumstances may occur which could prevent a staff member from using their allotment of vacation days each year, employees may carry forward vacation days from one year to the next. Regular, full-time, reduced hours, exempt and non-exempt staff may carry forward vacation days not to exceed five (5) days in addition to those days accrued during the year and awarded on January 1.
- iv) **Separation from the College:** Employees separating from the college by advance letter of resignation as indicated under ‘Employment Separation’ may receive payment for unused and accrued vacation time up to a maximum of fifteen (15) days for less than 10 years employment or twenty-one (21) days for 10 or more years of employment. Generally, vacation days may not be used to satisfy the notice of separation as stated under *Employment Separation*.

v) **Recording of Vacation Days:**

(1) All exempt salaried and non-exempt hourly staff eligible for vacation must record their used vacation on the "Vacation/Sick Log Form." This form must be completed and submitted to the supervisor and appropriate Vice President for approval. Completed logs must be submitted to Human Resources at the end of each month.

4) **Sick Leave:** Sick leave provides the employee salary protection during times of his or her genuine illness, or in the case of serious illness or bereavement of immediate family members.

a) **Accumulation of Sick Leave Days:** Full-time regular monthly and hourly employees will earn .667 days of sick leave per month or a total of eight (8) days for a full calendar year of employment, beginning from the first day of employment, Full-time, reduced hours, regular monthly and hourly employees will earn .50 days of sick leave per month or a total of six (6) days for a full calendar year beginning from the first day of employment. Sick leave cannot be accumulated under the following situations:

- i) Employees do not accumulate sick leave credits while on any kind of leave without pay; and
- ii) Employees do not accumulate sick leave credits while on any kind of leave with reduced benefits or compensation. Reduced benefits or compensation would include worker's compensation or disability insurance benefits.

b) **Use of Sick Leave**

i) **Supervisor's Role:**

Notification: When the employee must be late or absent because of injury, sickness, or death of an immediate family member, the employee must notify the appropriate supervisor as soon as is reasonably possible.

(1) **Review:** Supervisors review periodically employees' sick leave records and may request a written report from the attending physician, dentist, or medical facility.

(2) **Work Release:** Before an employee returns to work, the appropriate supervisor may request a work release statement from the attending physician(s).

ii) **Eligibility for Use:** Sick Leave may be taken only after earning it.

iii) **Availability of Sick Leave:** Sick Leave is not available for use until after the employee has successfully completed his or her 90-day new employee probationary period.

iv) **Unused Balance:** Any unused balance of sick leave days carries over from year to year throughout the employee's service.

v) **Workers' Compensation:** Whenever the employee is receiving workers' compensation, sick leave balance may be used to attain full pay.

vi) **Vacation Time & Sick Leave:** If the employee is disabled and has used all of his or her earned sick leave time, he or she may draw on accumulated, unused vacation time to keep full pay as long as possible.

5) **Urgent Personal Leave:** The College does not offer personal leave days.

6) **Inclement Weather Absences:** Ordinarily the College will not suspend classes because of severe inclement weather. The College recognizes, however, that in some individual cases, an employee may not be able to get to work because of severe weather or road conditions. See Section III.J. Inclement Weather Policy for additional information.

Procedure:

- a) **Employee's Responsibility:** The employee must notify his or her supervisor as soon as it becomes evident that he or she will be absent due to inclement weather.
 - b) **Type of Leave:** Any such absence must be taken as unused vacation or sick leave. If all vacation and sick leave has been exhausted, the absence will be treated as unpaid leave.
- 7) **Time Away from Work to Pursue Educational Opportunities:** The College encourages employees to further their formal education. Specifics of this plan are described in Section III. An employee may schedule only one course during the employee's regular work hours and must obtain pre-approval from the appropriate supervisor.

II. H: Staff Performance Evaluations

The College anticipates that employees will be responsible and committed to their work. Regular evaluation, by both the employee and the supervisor, provides opportunity for review of the job responsibilities and description, expansion of responsibilities and professional growth.

- 1) **Probationary Period:** At the beginning of employment, each employee has a 90-day probationary period during which the match of the job responsibilities and the employee's skills and strengths is assessed. At the end of the 90 day probationary period required for all new employees, the employee will be evaluated and advised whether his/her employment will be continued.
- 2) **Performance Evaluation:** Following the initial evaluation at the completion of the 90-day probationary period, each supervisor will provide each employee with a written evaluation regarding the employee's performance on at least a bi-annual basis. In evaluating employee performance, supervisors will use a standard written performance appraisal form. The completed performance appraisal shall be filed in the employee's personnel evaluation file independent of their benefit and tax personnel file.

II. I: Employee Rules of Conduct and Discipline

- 1) **Rules of Conduct:** All College staff are expected to act with good common sense and in a completely professional manner. To ensure orderly operations and provide the safest possible work environment, the College expects all staff employees to abide by certain rules of conduct. While it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following situations may result in employee discipline up to and including termination of employment:
 - a) **Irregular Attendance:** Including unreported or excessive tardiness or absence from work, abuse of sick leave, abuse of approved leave of absence or failure to request and obtain an approved leave of absence or extension of a leave of absence in a timely manner.
 - b) **Job Performance:** Inability to carry out assigned responsibilities and tasks of job in a competent and timely manner.
 - c) **Insubordination:** Refusal to carry out directions of a supervisor or a request of a senior officer of the College.
 - d) **Poor Working Relationships:** Employee is unable to work and cooperate with colleagues in the department and throughout the College. Employee interferes with others' performance of their jobs.
 - e) **Use or Possession of Controlled Substances:** Employee's use or possession or being under the influence of alcohol, during working hours or while on Campus, and the

- employee's use or possession of or being under the influence of illegal controlled substances during working hours whether on or off Campus.
- f) **Illegal Acts:** Commission of any crime on or off campus.
 - g) **Dishonesty:** Dishonesty in communication and/or carrying out responsibilities of the job.
 - h) **Recklessness:** Not following safety procedures appropriate for carrying out responsibilities of the job.
 - i) **Inappropriate Behavior:** Employee's use of abusive language, revealing confidential information, or violating in any way the College's policies.
 - j) **Negligence:** Negligence which results in injury to a College employee, student or visitor or damage to College property or the property of others.
 - k) **Forgery:** Unauthorized signing or altering another employee's time card or other College or personal documents
 - l) **Misrepresentation:** Misrepresenting or withholding pertinent factors in securing employment with the College or while performing any official duties for the College.
 - m) **Weapons:** Possession, display or use of explosives, firearms or other dangerous weapons while on the Campus.
 - n) **Conflicts of Interest:** Engaging in any activity which is in conflict with the best interest of the College or transacting business other than College business during working hours.
 - o) **Disregard of Rules:** Failure or refusal to follow general College policies, rules and procedures.
 - p) **Confidential Information:** Unauthorized disclosure of confidential information regarding the College or its students.
 - q) **Other Conduct:** Any such other conduct that the College believes merits discipline or discharge.
- 2) **Disciplinary Procedure:** An employee may be disciplined using one or more of the following methods, in the College's sole discretion: a verbal reprimand, a written reprimand, probation, suspension (time off with or without pay) or discharge. Discipline will be considered for any violation of the rules shown in this Handbook. The nature of the discipline may vary depending upon the circumstances involved and the severity and nature of the offense

II. J: Separation from Employment

Separation from employment may occur within the College for many reasons. The most common circumstances include resignation, retirement, or discharge. An employee or the College has the right to terminate employment for any reason, with or without cause, except when provided otherwise by a separate written agreement signed by both the employee and the President of the College.

1) Resignation

a) Exempt Employees

- i) **Written Notice:** Exempt employees must provide written notice to the appropriate supervisor with as much lead time as possible, but no less than one-month prior to the intended separation date.
- ii) **Accrued But Unused Vacation Leave:** Compensation for any accrued, but unused vacation leave days will be given, as outlined in the vacation policy section of this handbook, if the appropriate supervisor receives the required one month written notice from the employee.

- iii) **Sick Leave:** The employee will not receive compensation for any accrued but unused sick leave.
- b) **Non-exempt (Hourly) Employees:**
 - i) **Written Notice:** Non-exempt hourly employees should provide written notice to the appropriate supervisor with as much lead time as possible, but not less than two weeks prior to the intended separation date.
 - ii) **Accrued But Unused Vacation Leave:** Compensation for all accrued, but unused vacation leave days will be given, as outlined in the vacation policy of this handbook, if the appropriate supervisor receives the required two weeks written notice from the employee.
 - iii) **Sick Leave:** The employee will not receive compensation for any accrued but unused sick leave.
- 2) **Termination:** The College subscribes to the policy of “employment at will.” As an at will employee, you may terminate your employment with Brevard College at any time for any reason and Brevard College can terminate you at any time for any reason, except those reasons prohibited by state and federal law.
- 3) **Separation Procedure:** All employees leaving the College, whether by resignation, involuntary termination or retirement are required to be cleared by the Human Resources Office through the following procedure:
 - a) **Return of College Property:** All equipment, supplies, keys, computer hardware and software, files, books, academic regalia, uniforms, credit cards, identification cards and any other items supplied by the College (and/or documentation from the immediate supervisor that the employee has returned any departmental equipment) must be returned to the Director of Human Resources at the time of an exit meeting prior to separation from the College.
 - b) **Final Paycheck:** Only after the Director of Human Resources has determined that the employee has returned all College property and has fulfilled all the final responsibilities will the final paycheck be issued by Payroll.

II. K: Staff Grievance Procedures

Employees have the right to express concerns about their work assignments, supervision, and/or environment without fear of retribution or jeopardizing their standing with the College. The College encourages a forum of open communication. If the employee wishes to bring a formal grievance he or she should do so within **10 days** of the incident using the process described below:

- 1) **Initial Report to Supervisor:** Within 10 days of the incident, the employee should first consult with the appropriate supervisor to attempt to reach an informal resolution. The supervisor will address the problem and attempt to resolve it within 10 working days or within a mutually agreed upon time period from the employee’s initial report. If the employee feels uncomfortable reporting the grievance to his/her direct supervisor, the employee may report the grievance to the person to whom the direct supervisor reports.
- 2) **Written Grievance to Staff Council:** If after the 10 days or another mutually agreed upon time frame the problem remains unresolved, the employee(s) may submit a written grievance to the Staff Council. The written grievance must state the specific basis for the grievance, including the date, description of the incident/problem and a request for resolution. The Staff Council will make a recommendation to the President in writing within 10 days. The President will review the appeal within 10 days of receiving the appeal and render a written decision. The President’s decision is final.

SECTION III: Policies and Procedures Applicable to All Employees

III. A: EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Brevard College to provide equal opportunity in employment for all qualified persons and to prohibit discrimination because of race, color, religion, sexual orientation, national origin, age, disability, veteran status or any other legally protected category. In furtherance of this policy Brevard College will:

- 1) Recruit, select, hire, place, train and promote persons in all job classifications without regard to race, color, national origin, religion, sexual orientation, age, disability or veteran status;
- 2) Base selection, hiring and promotion decisions solely on valid requirements and criteria which relate to work experience and performance;
- 3) Administer all employment practices including salary, benefits, promotion, training, tuition assistance, transfer, demotion, termination and reduction in force objectively without regard to race, color, national origin, religion, sexual orientation, age, disability or veteran status;
- 4) Provide, where necessary and appropriate, reasonable accommodations for applicants and employees when doing so will enable them to perform the essential functions of the job;
- 5) Prohibit retaliatory action against employees or applicants who make a charge of employment discrimination, or who testify, assist or participate in any manner in a hearing, proceeding or investigation of employment discrimination; and
- 6) Assure a work environment that is free from discrimination.

III. B: SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

It is Brevard College's goal to maintain a workplace in which all employees and students are free from discomfort or pressure resulting from jokes, ridicule, slurs and harassment either relating to an employee's race, color, religion, age, sex, sexual orientation, national origin, disability or veteran status or simply resulting from a lack of consideration for another person. In furtherance of this policy, the College will not permit the use of epithets, innuendos, slurs, jokes or any other inappropriate, harassing behavior related to an employee's race, color, religion, age, sex, national origin, disability or veteran status anywhere on campus or at any campus sponsored event. In addition, all forms of verbal and physical harassment based on the above listed protected categories are strictly prohibited and will not be tolerated.

1) Sexual Harassment

- a) **Unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature are considered harassment when:**
 - i) Such behavior has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment;

- ii) An employee's submission to or rejection of such conduct is used as the basis of employment decisions which affect the employee; or
 - iii) Submission to such conduct is implied or stated to be a term or condition of the employee's employment.
 - iv) It is important to remember that behavior which one individual considers innocent or harmless may be regarded as sexual harassment by another.
 - v) In addition to violating the College's policy, sexual harassment is illegal and will not be tolerated by faculty, administrators, supervisor, trustees, coworkers, students or individuals conducting business with the College.
 - vi) Any employee who violates this policy will be subject to disciplinary action up to and including discharge.
- 2) **Institutional Superior/Subordinate Relations:** Brevard College does not condone intimate and/or sexual relationships between faculty and/or staff, in which an Institutional superior/subordinate relationship exists. Brevard College does not condone intimate and/or sexual relationships between faculty and students or between staff and students. Such relationships, whether or not consciously advanced or consented to as quid pro quo, may result in an eventual charge of sexual harassment. When reported the charge, if found to have merit, will result in disciplinary action.
- 3) **Sexual and Other Unlawful Harassment Reporting Procedures**
- a) If at any time you feel you have been subjected to harassment of any type, you must contact your immediate supervisor immediately, so that an investigation can be conducted and appropriate action can be taken.
 - b) If for any reason you do not feel comfortable contacting your direct supervisor about the matter, instead you must contact the College Title IX Coordinator or the Director of Human Resources.
 - c) If for any reason you do not feel comfortable contacting your direct supervisor about the matter, you may contact *Campus Conduct Hotline*© toll-free at 1-866-943-5787.
 - d) Once the employee has reported the harassment, the Title IX Coordinator will conduct an investigation and take prompt remedial action if necessary.
 - e) The confidentiality of all inquiries will be respected to the fullest extent possible.
- 4) **Disciplinary Action:** If it is determined that sexual or any other unlawful harassment has occurred, an employee will receive discipline up to and including termination from employment, a student will receive discipline up to and including suspension from the College, and a vendor's contract may be cancelled.
- 5) **Retaliation:** Employees will not be retaliated against in any manner for reporting perceived harassment pursuant to this policy.

III. C: DRUG AND ALCOHOL FREE WORKPLACE

It is the College's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

- 1) **Policy:** The use, sale, purchase, manufacture, transfer or possession of alcohol or any illegal drug while performing College business or on College property, or being under the influence of alcohol or any illegal drug while performing College business or on College property is strictly prohibited.

- 2) **Disciplinary Action for Violation of Policy:** Violations of this policy may lead to disciplinary action, up to and including discharge, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
- 3) **Prescribed Drug(s) Usage:** The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- 4) **Testing for Controlled Substances:** The College reserves the right to conduct drug, alcohol, or any controlled substance testing on a random and for-cause basis.

III. D: SALARY, WAGES & BENEFITS INFORMATION

Personnel Records: The Office of Human Resources maintains employment and benefit records for all current and past members of the faculty and staff. Records include both hard copy documents and data entered into the payroll system. Employees are encouraged to advise the Director of Human Resources immediately whenever there are changes in home address, telephone number, marital status, number of dependents or insurance beneficiary. Incorrect information can cause problems concerning pay, benefits, or state and federal taxes.

- 1) **Access to File and Disclosure of Information:** An employee may inspect his/her own employment and benefit file by submitting a written request to the Office of Human Resources. Access to employee records may be made available to the employee's supervisor, area Vice President, President, Director of Human Resources, or Vice President for Finance and Operations acting in the normal course of business or, as required by Federal or State officials. In addition, the College may release employment dates and positions held only without first obtaining the consent of the employee. Benefit records and any medical information are considered confidential.

Benefit Plans: Besides salary or wages, the College provides a comprehensive benefit package to each full-time exempt and non-exempt hourly employee. This program is directed by the Vice President for Finance and Operations and administered by the Director of Human Resources, who can help any individual with specific questions. Benefits are provided for all full-time exempt and non-exempt employees. All benefit packages are subject to change by the provider or the College. Whenever possible, employees will be given advance notice of any changes.

- 1) **Salary and Wages:** Establishment of salary and wages is under the single authority of the President of the College, in consultation with the appropriate Vice President or supervisor.
 - a) **Salaried Employees:** Salaried employees are paid on the last business day of each month. The College encourages all salaried employees to use direct deposit at the financial institution(s) and account(s) of their choice. Certain employees may be on a 9-month (usually faculty), 10-month or 12-month contract. All other employees are considered to be at-will employees, with no definite term of employment.
 - b) **Non-Exempt Hourly Employees:** Non-exempt hourly employees are paid on a bi-weekly basis. The College encourages all non-exempt hourly employees to use direct deposit at the financial institution(s) and account(s) of their choice.
 - c) **Deductions:** The College is required by law to deduct from employees' paychecks: 1) Federal and State withholding taxes; 2) Medicare and OASDI; 3) tax levy as served; and 4) court ordered garnishments. Other deductions may also be made from your paycheck; however, they must be requested and authorized by you. Among these are insurance premiums, tax sheltered annuity contributions, college housing payments and other payments for College services.

2) Insurance Plans

- a) **Group Medical and Dental Insurance Plan:** The College provides medical and dental employer/employee participation plans to active, full-time employees who regularly work not less than 30 hours per week. The medical plan includes Point-of-Service medical benefits and the dental plan includes comprehensive dental benefits.
 - i) **Enrollment Schedule:** An employee must enroll within 30 days in which he or she is hired (qualified dependents also). Coverage will commence the first day of the month after completing 30 days of employment. If you fail to enroll at this time, you and your dependents will not be allowed to enroll until the annual open-enrollment period. An annual open-enrollment period is at the discretion of the College.
 - ii) **Employee Cost:** Employees are responsible for paying their share of all premiums. The premium cost is based on the policy selected and is subject to change. All employees will be notified of any change in the amounts of the premiums. All employee costs are withheld from salary or wages in advance.
- b) **Life Insurance:** The College provides life insurance for the employee equal to the employee's annual salary at no expense to the employee. This is group term insurance and is not available after separation from the College. To be eligible for coverage, employee must work regularly throughout the entire workweek, a minimum of 30 hours per week.
- c) **Accidental Death and Dismemberment Insurance:** This plan covers the employee only and is provided by the College, at no expense to the employee.
 - i) **Eligibility:** Regular employees of the College who work at least 30 hours per week.
 - ii) **Accidental Death Benefit:** The benefit for accidental death is one times employee's current annual salary.
 - iii) **Dismemberment Benefit:** Benefits vary with the degree of dismemberment.
- d) **Long Term Disability:**
 - i) **Eligibility:** Regular employees of the College who work at least 30 hours per week.
 - ii) **Benefit:** This benefit is equal to 60% of basic earnings (up to \$5,000.00 per month) and is provided by the College, at no expense to employee, after 90 days of qualified disability, in coordination with other disability programs.
 - iii) **Coverage:** The Plan covers employee only (not spouse and/or dependents); maximum period of payment is determined at the time of the disability. For further information, refer to the Long Term Disability Insurance Plan booklet.
- e) **Flexible Benefits Plan:** This is an optional plan, separate from Group Health Insurance, which allows pre-tax salary contributions to "flexible spending accounts" to pay eligible expenses, which may include medical, dental, vision, and/or dependent care expenses. More information on this Section 125 Flexible Spending Plan is available in the Office of Human Resources or at <https://myplans.cbiz.com>.
 - i) **Enrollment:** Enrollment is available during open enrollment. Enrollment forms are also available in the Office of Human Resources.
 - ii) **Limits:** The employee determines the amount to contribute to the plan, up to the plan maximum. Any changes to an employee's premium amounts during a plan year must meet IRS guidelines. Based upon IRS guidelines, the plan does not provide rollover of unused amounts from one 12-month period to the next.
- f) **Workers' Compensation:** As required by law, the College provides workers' compensation insurance to reimburse employees for medical expenses incurred for treatment of any injuries or illnesses sustained in the course of employment with the College. Workers' compensation insurance also provides for partial reimbursement of

wages lost as a result of such injury or illness. All accidents and injuries, no matter how slight, must be reported immediately to your supervisor and/or the Director of Safety and Risk Management for the completion of the necessary paperwork.

- i) College is required to file a report of each incident within 72 hours with our insurance carrier.
- ii) No claim will be considered valid without the timely and accurate submission of the report.

3) **Retirement Savings:** TIAA/CREF retirement savings plans are available to every regular employee as defined in the plan document. An eligible employee is fully vested from the beginning of the plan and has discretion at any time to determine the desired investment options. Investments to the Retirement Annuity (RA) may be made on a pre-tax or post-tax basis, at the discretion of the employee. Investments to the Supplemental Retirement Annuity (SRA) are made on a pre-tax basis. The Director of Human Resources provides each employee with a Plan Document, "Brevard College Defined Contribution Retirement Plan," which describes these options in more detail.

a) **Definitions:**

TIAA (Teachers Insurance and Annuity Association): TIAA provides a traditional annuity and a variable annuity through its Real Estate Account.

CREF (College Retirement Equities Fund): CREF is TIAA's companion organization, providing variable annuities, at various risk levels.

b) **Participation & Enrollment:** The employee is required to contribute 1% of his/her base salary in order to be eligible for Brevard College's additional contribution of 1% of employee's base salary. Normally requires a two-year waiting period before employee is eligible for matching dollars.

Years of Service: An employee is credited with a year of service for each 12-month period (computation period) during which the employee completes 1,000 or more hours of service.

Start of Computation Period: For purposes of determining eligibility to participate, the computation period starts with the date of full-time employment.

Retirement Age: The normal retirement age under the Plan is age 65. Annuity income usually begins on the first of the month following that date. (See Plan Document for details.)

Receipt of Benefits Outside of Retirement: In the event of the employee's separation, death, or disability, any or all retirement plan earnings may be paid under the relevant funding vehicle, and are subject to applicable income taxes.

Cash Withdrawals: Are not permitted while employees are actively employed.

Limits on Contributions: The total amount of contributions made on an employee's behalf for any year will not exceed the limits imposed by IRS Sections 415 and 403(b). The amount of Plan contributions will also be subject to the IRS Section 401(m) limit. For more information on these limits, contact the Director of Human Resources.

c) **Supplemental Retirement Annuity (SRA)** In addition to TIAA/CREF, an employee may participate in further retirement investment through the TIAA/CREF Supplemental Retirement Annuity. Advice on limits and funds may be obtained directly from TIAA/CREF (1-800-842-2888) or at www.tiaa.org, for both the RA and the SRA.

Enrollment: An employee may enroll at any time, with no waiting period.

Participation: Only the employee participates in SRA investment; there is no College matching of investments.

d) **Limits on Contributions:** The total amount of contributions made on an employee's behalf for any year will not exceed the limits imposed by IRS Sections 415 and 403(b). The amount of Plan contributions will also be subject to the IRS Section 401(m) limit. For more information on these limits, contact the Director of Human Resources.

4) **Employment Forms.** None of the above listed benefits apply unless the employee has filled out completely and accurately the forms listed below which are required by the College and the sponsors of the plans immediately upon employment.

- a) Confidential Brevard College Personnel Information Form;
- b) Signed Letter of Employment
- c) Form I-9, Employment Eligibility Verification;
- d) Life and Accidental Death & Dismemberment Enrollment Form (full-time employees only);
- e) Long Term Disability Form (full-time employees only);
- f) Plan Participation Form - Flexible Benefit Plan;
- g) Direct Deposit Authorization;
- h) W-4, Federal Tax Withholding Authorization;
- i) NC-4, State Tax Withholding Authorization;
- j) State of North Carolina New Hire Reporting Form;
- k) Receipt of college property and clearance form;
- l) Acknowledgement of Receipt of Employee Handbook; and
- m) Brevard College Policy on Illegal Drugs.

5) **Employee Education Assistance**

Policies in Section 5a ii are effective for faculty and staff hired on or after June 1, 2006.

Employment status is set forth in the faculty or staff *Brevard College Letter of Agreement*.

a) **Courses at Brevard College:**

i) **Employees:** Recognizing the mutual benefit derived from personal growth and increased work competence, it is the policy of the College to provide tuition assistance to staff and faculty members interested in furthering their formal education by taking classes offered by the College. All full-time employees are eligible once they have completed their probationary work period. An employee may take up to two courses per semester, with only one of those courses interrupting their regular work schedule. In addition, permanent, part-time employees working a minimum of twenty hours per week during the academic year may take one course per semester. The course should not interrupt their regular work schedule. In order to receive the benefit, participating employees must complete an Employee Education Assistance Application (available in the Financial Aid Office) and have the pre-approval of their supervisor and Vice President, where applicable. Arrangements must be made with the supervisor to make up any hours missed during the workday.

ii) **Employee Dependents:** Employee dependent(s) are eligible for tuition benefits for undergraduate courses only. Tuition benefits for dependents are applicable only to full-time employees.

(1) **Definition:** Dependents are defined as the employee's current spouse, domestic partner and children. Dependents must be under the age of 24.

(2) Benefits are based on years of service as follows:

(a) Following the employee's probationary period (normally 90 days) and up to one year of service, the employee's dependents qualify for remission of one-third of the cost of tuition only;

- (b) During year two of employment, the employee's dependents qualify for remission of two-thirds of the cost of tuition only;
 - (c) After two full years of employment, the employee's dependents qualify for a full tuition only grant. Room, board, and fees are not covered.
- (3) Term: The grant is renewable for a maximum of eight semesters of study.
- iii) **Requirements:** In order to receive these tuition benefits, all degree-seeking employees and their dependents are required to file the Free Application for Federal Student Aid (FAFSA). The amount of the tuition grant awarded will not exceed the amount of tuition less the North Carolina Legislative Tuition, WNC Residency Grant, Pell Grant or other applicable federal, state, or institutional aid.
- iv) **Exceptions:** Independent and Directed Study Courses, as well as courses offered through Special Programs, Programs Abroad, or Workshops offered at various times during the year are not included in this benefit. In addition, Summer School courses offered during regular working hours are not included in this benefit.
- v) **Former Employees:** Former employees with at least 25 years of continuous full-time service to the College and those whose age at the time of separation plus years of service (with a minimum of 15 years of continuous service) equals a minimum of 72 are eligible for benefits under Section (a).
- vi) **Separation from the College:** Employees receiving a benefit under this policy who leave the College before completion of the term will be granted the tuition benefit for the current term. Dependents receiving a benefit under this policy will be granted the tuition benefit for the current term at the time of the employee's separation.
- vii) **Appeals:** Appeals should be directed to the supervisor and/or the Vice President, where applicable. If the supervisor and the Vice President are one and the same, then the appeal should be directed to the President. Procedural appeals should also be directed to the President.
- b) **Tuition Exchange Program:** In addition to tuition remission at Brevard College, employees and dependents may take advantage of two tuition exchange programs.
 - i) **NC Independent Colleges and Universities:** As a member of the North Carolina Private College Tuition Exchange Program, certified dependents of Brevard College employees (see definition in section 5 a ii) may apply to attend school tuition-free at any of the participating colleges and universities.
 - (1) **Procedures for Participation:**
 - (a) Employee dependents apply to their chosen institutions in the normal manner. (This program will have no bearing on the admissions acceptance decisions of participating institutions.) In the course of their applications, employee dependents apply for all "normal" financial aid.
 - (b) Once formal application is made, the dependent and/or employee will inform the Brevard College President's Office, who will in turn inform the President's Office at the "host" institution that a certified dependent has applied for admission. The "host" President will inform his or her Business Office and, if accepted, the dependent's bill will be prepared accordingly. (This program covers tuition only; not fees, books, room, or board.)
 - (2) **Participating Institutions:** For a list of participating institutions, please contact the Office of Human Resources.
- ii) **Council of Independent Colleges:** As a member of the Council of Independent Colleges, certified dependents of Brevard College employees (see definition in section

5 a ii) may apply to attend school tuition-free at any of the participating colleges and universities.

(1) Procedures for Participation:

- (a) Employee dependents apply to their chosen institutions in the normal manner. (This program will have no bearing on the admissions acceptance decisions of participating institutions.) In the course of their applications, employee dependents apply for all “normal” financial aid. Student applicants must request that the Liaison officer at the home/exporting institution complete the Tuition Exchange Program Student Application Form and direct it to the Liaison Officer at the host/importing institution for determination of acceptance to the CIC-TEP. Student applicants must apply to their home institution annually. Brevard College's Liaison officer is the Director of Financial Aid.
- (b) **Participating Institutions:** For a list of participating institutions, please visit www.CIC.edu.

III. E: FAMILY AND MEDICAL LEAVE POLICY

- 1) **Eligibility:** Employees must have been employed for a minimum of 12 months and must have worked at least 1,250 hours in the preceding 12 months immediately before the date when they would begin to be eligible for family and medical leave. Paid but unworked hours such as holidays and paid time off do not count in computing eligibility under the 1,250 hour threshold.
- 2) **Types Of Family And Medical Leave Covered By This Policy: Under the Family and Medical Leave Act of 1993, as amended (“FMLA”), eligible employees are entitled by law to the following unpaid leaves of absence:**
 - a) **Birth/Adoption/Foster Care Leave:** An employee may take up to the maximum family and medical leave (12 weeks) for the birth of the employee’s natural child or the placement of a child with the employee for adoption or foster care. Birth leave may be a combination of parental leave and pregnancy leave. Parental leave is time off work for employees who are physically able to return to work but choose to stay home and care for newborn children. Pregnancy leave is characterized by physical disability because of childbirth or a related medical condition. The leave period begins the first day of work that is missed and ends when the employee returns to work. Leave may begin prior to birth or placement, as circumstances dictate. The leave entitlement for birth, adoption or foster care placement extends only until one year from the birth or the placement.
 - b) **Medical Leave:** An employee may take up to the maximum family and medical leave (12 weeks) if he or she suffers from a serious health condition which renders the employee unable to perform his or her duties. A “serious health condition” means an illness, injury, impairment or condition involving any of the following:
 - i) **Inpatient Care** in a hospital, nursing home or hospice, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care; or
 - ii) **Outpatient care** that requires continuing treatment or supervision by a health care provider involving any of the following:
 - (1) a period of incapacity of more than three (3) consecutive calendar days that also involves treatment two (2) or more times by a health care provider or treatment by a health care provider on at least one (1) occasion which results in a regimen of

continuing treatment (the taking of over-the-counter medications, bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider are not, by themselves, sufficient to constitute a regimen of continuing treatment for purposes of FMLA entitlement);

- (2) any period of incapacity due to pregnancy or for prenatal care;
 - (3) a chronic condition which requires periodic visits for treatment by a health care provider (at least once every six months), continues over an extended period of time and may cause a periodic rather than a continuing period of incapacity (e.g., asthma, diabetes or epilepsy);
 - (4) a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's disease or severe stroke; the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider); or,
 - (5) any period of absence to receive multiple treatments, including any period of recovery there from, within 30 days of the initial incapacity by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy, physical therapy and dialysis).
- c) **Family Care Leave:** An employee may take up to the maximum family and medical leave (12 weeks) to care for a family member suffering from a serious health condition (as described above). For these purposes, the term "family member" means an employee's spouse, domestic partner, parent, or child under the age of 18, as well as any other family member disabled under applicable federal or state regulations.
- d) **Qualifying Exigency for Military Family Leave:** A parent, spouse, son or daughter of a Reservist, National Guard member or retired member of the Regular Armed Forces called to qualifying active duty may take leave for the following:
- i) instances where a qualifying family member is given less than seven days notice of deployment (up to seven days' leave);
 - ii) military events and related activities;
 - iii) childcare and school activities;
 - iv) financial and legal arrangements;
 - v) counseling for oneself, for the covered military member, or for a child of the covered military member;
 - vi) rest and recuperation (up to five days per leave);
 - vii) post-deployment activities;
 - viii) additional activities agreed upon by the College.
- e) **Leave to Care for Covered Service member:** An employee who is next of kin (spouse, parent, son, daughter, or qualifying relative) to a family member who becomes seriously ill or injured as a result of active military service, may take up to 26 weeks leave in a single 12-month period. This leave is only available for use in connection with a qualifying illness or injury occurring during one FMLA 12-month period and may not be used beyond that 12-month period. This leave is also combined with all other FMLA leaves in that period, resulting in a maximum total leave entitlement of 26 weeks. For example, an employee who has already taken 10 weeks of leave for his or her own serious injury or illness during one 12-month FMLA period would only be eligible for an additional 16 weeks of leave to care for eligible injured kin who are service members.

3) **Maximum Period For Leave**

- a) **In General:** FMLA leave may not exceed 12 weeks (or 26 weeks) in a 12-month period, measured backward on a rolling basis. For example, if an employee uses 12 weeks of leave between March 1, 2009 and May 23, 2009, then he or she would not be eligible again for any FMLA Leave until after March 1, 2010, except when requesting leave to care for a covered ill or wounded service member. Leave to care for a wounded service member will be measured forward from the first day of leave. The leave entitlement for birth, adoption or foster care placement extends only until one year from the birth or the placement.
- b) **Intermittent Leave:** Intermittent leave or reduced working hour arrangements may be provided for family care leaves or medical leaves when required as part of a medically necessary course of conduct, provided adequate medical certification of such need is obtained. Intermittent leave or reduced working hours for birth, child placement, or other non-health related reasons is at the discretion of the College. The College reserves the right to temporarily transfer an employee to an alternative position with equivalent pay and benefits to accommodate scheduled intermittent leaves.
- c) **Two Employee Households:** In the event two employees working for the College are married to each other, they may only take a combined total of 12 weeks of FMLA leave in connection with a birth, adoption, foster care, the care for an ill parent or for military family qualifying exigency leave. They may take a combined total of 26 weeks to care for a covered ill or wounded service member. If such an employee would be entitled to family leave for another reason within the same 12-month period (e.g., due to personal illness), he or she would be entitled to the difference between 12 weeks and the leave he or she already has taken under this paragraph. However, if one of the two spouses suffers from a serious health condition, they may each take the 12 weeks of FMLA leave as provided above.

4) **Scheduling/Notice and Certification**

- a) **Scheduling:** A leave of absence request must be completed and submitted to the employee's supervisor for all leaves of absence whether paid or unpaid. An employee intending to take leave must give 30 days advance notice to the College if the leave is foreseeable. If not foreseeable, the employee must provide as much advance notice as possible. In situations involving leave for a medical condition, the employee must make every reasonable effort to schedule medical treatment so that it does not disrupt the College's operations.
- b) **Certification:** An employee requesting medical leave must provide medical certification indicating that a serious health condition exists and other information as requested within 15 days after the employee makes the request for leave. The certification must include:
 - i) **Date:** the date on which the serious health condition commenced;
 - ii) **Duration:** the probable duration of the condition;
 - iii) **Diagnosis;**
 - iv) **Medical Facts:** the appropriate medical facts within the knowledge of the health care provider regarding the condition and a brief description of the prescribed regimen of treatment;
 - v) **Indication of Hospitalization:** indication of whether hospitalization is required; and
 - vi) **Statement of Employee's Ability to Function:** for an employee's own illness or serious health condition, a statement that the employee cannot perform the essential functions of his or her job.
 - vii) **Certification of Leave for Care of Immediate Family Member:** If the leave is to

care for a child, parent or spouse, the certification must state that the employee is needed to care for the family member and provide an estimate of the amount of time the employee will be needed to provide care or assistance. If the employee requests intermittent leave or reduced working hours, the medical certification must include a statement of the medical necessity for such leave. The expected duration and schedule of the intermittent or reduced working hours must also be included.

- viii) **Insufficient Certification:** If an employee returns an incomplete or insufficient medical certification form, once he or she is notified by the employer of the deficiencies, the employee will have up to seven additional days to cure any deficiencies. The College may discretely contact the employee's healthcare provider using someone other than the employee's direct supervisor to clarify or to authenticate information provided in the medical certification form.
- ix) **Second and Third Opinions:** The College is entitled to request a physician's second opinion at its expense.
 - (1) **Third Opinion (Conflict Resolution):** If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third physician at its expense.
 - (2) **Third Opinion Selection of Physician:** The College and the employee will jointly select the third doctor, and the College will pay for the opinion. This third opinion will be considered final.
 - (a) **Certification Form.** A medical certification form to be presented to your physician or other qualified health care provider is available for employees' use in the Office of Finance.
 - (b) **College's Right to Seek Medical Recertification:** The College reserves the right to seek periodic medical recertification during an employee's medical leave. Employees are also required to report periodically to their Supervisor or the Human Resources Department on their status and intent to return to work
- x) **Military Leave:** For military family leave, the College reserves the right to request a copy of the qualifying family member's orders, or for information confirming the qualifying exigency.
- c) **Return to Work:** Failure to return to work after the scheduled end of FMLA leave without notifying the College shall be considered a voluntary resignation of employment.
 - i) **Early Return:** If the employee is able to return to work earlier than anticipated, he or she must provide the College with at least 2 business days notice before being reinstated.
 - ii) **Extension of Leave:** If medical reasons require extension of leave beyond a scheduled date of return, and if the employee retains accrued but unused family and medical leave, the employee must give the College as much advance notice as possible of the need for additional leave. *The College may require additional certification to demonstrate the medical need for the additional leave.* Employees who have exhausted family and medical leave and request an extended leave of absence are not eligible for an additional twelve (12) weeks of insurance coverage. If medical reasons require the extension of family and medical leave, the College may require additional certification to demonstrate the medical need for an extension of leave. The College will attempt to hold the employee's position open during an extension of leave. However, after an employee's Family and Medical Leave has been exhausted, the College reserves the right to fill the position at any time and for any reason.

- d) **Fitness for Duty Certificate:** Prior to returning to work at the conclusion of an FMLA leave for the employee's own serious health condition, the employee must furnish a fitness-for-duty certification from a health care provider stating that the employee is able to return to work. *The College reserves the right to delay reinstatement until the employee submits the required fitness-for-duty certification and terminate the employee upon conclusion of the FMLA leave if the required certification has not been submitted by that time.* If the College requests a detailed certification, it will provide the employee with a list of essential functions for his or her position at the time the leave is designated as FMLA leave.
- 5) **Use of Sick Leave And Vacation Days During Family And Medical Leave**
- a) If the employee has accrued vacation leave, sick leave or any other form of paid leave, the employee must use paid leave first and take the remainder of the leave unpaid. Any College observed holidays that occur during your leave will not count towards paid leave time. Your paid leave benefits run concurrently with FMLA leave and will not add to the total length of the 12 or 26 week FMLA periods.
- b) FMLA leave will run concurrently with workers' compensation leave for any employee who is eligible for both.
- 6) **Group Health Benefits During Leave**
- 1) **Group Health Insurance:** During the period of leave, participants in the group health insurance plan will continue to receive coverage on the same basis as employees not on leave.
- i) **College's Payment of Premiums:** The College will continue to pay the same portion of the insurance premiums for employees on leave as it pays for active employees.
- ii) **Employee's Payment of Premiums:** The employee on leave will be responsible, in advance, for the employee's or any additional costs such as costs associated with obtaining family/dependent coverage.
- (1) **Payment Methods:** Payment will be made in advance, either through payroll deduction, if available, or by personal check as scheduled by the Payroll Department.
- (2) **Late Payment:** If the employee's payment is late, the employee's health insurance coverage may be dropped for the duration of the leave.
- (3) **College's Right To Seek Reimbursement for Premiums Paid:** If an employee does not return to work after leave because of personal rather than medical reasons, the College will seek reimbursement for all health care premiums paid on behalf of the employee during the leave.
- 2) **COBRA:** If an employee does not return to work at the end of leave, he or she is entitled to receive information about rights to COBRA continuation of medical insurance coverage at the expiration of the family and medical leave period. The employee's and his or her dependents' medical coverage will end at that time unless it is continued by the employee through COBRA.
- 7) **Rights Upon Return To Work**
- a) Employees who return to work within the approved family and medical leave period and who are capable of performing all essential functions of their position will be reinstated to their same or equivalent position in accordance with applicable federal and state laws. The College reserves the right not to reinstate employees who exceed the maximum family and medical leave, who would not otherwise be employed at the time reinstatement is requested due to layoff or other reasons, or those highly compensated "key employees" defined as exempt from reinstatement rights under federal law. Key

employees are those salaried employees among the highest paid 10% of all the College employees. If reinstatement of a key employee from leave causes substantial and grievous economic injury to the College, the College reserves the right not to reinstate such employee.

- b) This policy is meant to comply with applicable federal and state laws. It is not intended to provide benefits beyond those required by such laws.

III. F: EXTENDED PERSONAL AND OTHER LEAVE

- 1) **Extended Personal Leave:** In special and unusual circumstances, employees may request additional extended personal leave beyond their accumulated vacation leave and the FMLA leave to which they are entitled.
 - a) **Procedure:** Employee submits a written request to supervisor who in turn conveys the request with recommendations to the President of the College. The supervisor may require the employee to provide necessary medical documentation.
 - b) **Authority for Decision Making:** The President of the College has the sole authority and full discretion to grant extended personal leave and to determine whether circumstances warrant the continuation of partial or full salary and benefits during the period of extended personal leave.
 - c) **Notification of Decision about Employee's Request:** The President of the College will convey the decision in writing to the employee, the immediate supervisor of the employee, and the Vice President for Finance and Operations.
 - d) **Benefits During Personal Leave:**
 - i) **Accumulation of Leave Days:** The employee retains any accumulation of unused leave days but does not accumulate any leave days during approved personal leave time.
 - ii) **Retirement Status:** The employee retains accumulated service for retirement status during the personal leave time.
 - iii) **Premiums (if applicable):** During approved personal leave time without pay, the College may pay some or all premiums, based on plan requirements, to the employee's benefit accounts. If the College does not elect to pay any premium(s), the employee may continue his or her applicable premium(s), paid in advance, for the duration of the approved personal leave time.
 - iv) **Cessation of Benefits:** If, after the approved period of time for the employee's personal leave, the employee does not return to the College, any and all salary, benefits, accumulation of leave days and retirement status, rights to reinstatement and/or agreement with the College cease.
- 2) **Leave to Fulfill Civic Responsibility (Jury Duty):** In recognition of each individual's civic responsibilities, the College will grant leave with pay and benefits, to an employee called to jury duty.
 - a) **Procedure:** As soon as the employee is called by a court of law for jury duty, the employee is to notify their supervisor in writing, and provide a copy of the notification from the court.
 - b) **Employee's Responsibility:** The employee is to keep the supervisor informed of the length of time of commitment to jury duty. If excused from the full term of jury duty, the employee is expected to return to work immediately.
 - c) **College's Responsibility:** Pay, all benefits, accrual of leave and service status all continue throughout the employee's serving on jury duty.

- d) **Juror's Pay:** If the Brevard College employee receives from the court compensation for jury duty, there is no reduction or other effect on the employee's College compensation and benefit package.
- 3) **Military Leave:** The College recognizes special needs of employees serving any of the military forces of the United States. Upon receiving written documentation of the employee's military leave obligation, the College will provide leave as required by applicable law.
- 4) **Bereavement Leave:** A maximum of three (3) days of bereavement leave will be granted to an employee for each incident of death in the immediate family upon the approval of the immediate supervisor or Vice President.
 - a) **Immediate Family:** The immediate family is defined as mother, father, brother, sister, husband, wife, domestic partner, child, step-mother, step-father, grandchild or grandparent of the employee.
 - b) **Additional Leave Time:** The employee may use vacation or sick leave for any extended leave after the three-day leave period.
 - c) **Death Outside Immediate Family:** For a death outside of the employee's immediate family as defined above, employees may use vacation or sick leave.

III. G: SCHEDULED WORK WEEK

The College's normal operating hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, because Brevard College is a residential campus requiring 24/7 staffing and because some positions require varied hours, your position and the department in which you work determine your working hours. These hours are established by your Department Chair and your direct supervisor and must be approved in advance by your Vice President. Be sure that you understand what hours you are required to work. Workweek is further defined in either the faculty or staff section of your particular handbook.

III. H: OTHER SERVICES AND PROCEDURES

- 1) **Bookstore:** Kings Creek Books, a member of the Follett chain, is located in Coltrane Commons and is open to all faculty, staff, students, and local citizens.
 - a) **Discounts:** Members of the Brevard College faculty and staff may receive discount on all purchases, to be determined by Follett.
- 2) **Use and Reservations of Campus Facilities:** Any use of College facilities and space must be coordinated through the Office of Event Planning and Central Scheduling, which is responsible for planning, scheduling, and coordinating requests for facility and equipment use by groups and individuals from both on and off campus. Policies, procedures and the fee schedule are available in the Office of Event Planning and Central Scheduling and the College intranet.
- 3) **College-Wide Programs:** The College sponsors a number of College-wide programs in which employees may be asked to participate. These programs include:
 - a) **Porter Center for the Performing Arts:** One of the great benefits of working at Brevard College is the extraordinary offering of concerts, plays, and recitals. Admission is free to many of the college-operated performances. For those college-operated performances which do charge admission, faculty and staff are offered opportunities for discounts.
 - b) **Boshamer Gymnasium and Athletic Facilities:** Attendance at home athletic games and events is free to employees upon the presentation of Employee ID card.
- 4) **Campus Dining Services:** Food service is provided in the Myers Dining Hall, Coltrane and the Coffee Shop. During the academic year, breakfast, lunch, and dinner are served in Myers

Dining Hall; a limited menu is served in Coltrane and coffee and pastries are available in the Coffee Shop. Faculty and Staff are provided five (5) free meals a week in the Dining Hall and may use a meal in exchange in Coltrane and the Coffee Shop. A college ID is required.

- a) **Catering Services:** The Dining Services staff are happy to provide catering for special functions and/or meetings on campus. Contact the Director of Dining Services for menus, fees and availability.
- 5) **Housekeeping and Facilities:** For all housekeeping or facility requests, contact the Facilities Office at extension 8279 or use the on-line work order system. Please contact the Security Officer on duty for all requests for after business hours.
- 6) **J. A. Jones Library:**
 - a) **General Information:** The J. A. Jones Library offers easy accessible library collections and services to meet the general, instructional, research, and recreational information needs of the Brevard College community. Constructed in 1967, the library is named for James Addison Jones, a benefactor of the College. For further information on hours of operation and current collections, please contact the Library staff at 828-884-8268. Employees of the college may use their employee identification cards to reserve and check out library materials.
- 7) **Keys:** For reasons of security and control, all faculty and staff keys are issued through the Director of Safety and Risk Management, on the approval of the employee's immediate supervisor.
 - a) **Transferal:** Under NO circumstances may keys be directly transferred from one employee to another or to a student.
 - b) **Loss:** If an employee loses a key, the loss should be immediately reported to Director of Safety and Risk Management.
 - c) **Termination:** When an employee leaves the College, for whatever reason, keys must be returned to the immediate supervisor or the Director of Human Resources who in turn will return the keys to Director of Safety and Risk Management.
- 8) **Mail, FEDEX, & UPS:** Mail service is provided through the College Post Office located in Coltrane Commons, where student mailboxes are located.
 - a) **Incoming Office Mail:** Incoming mail is received by the College Post Office daily.
 - b) **Outgoing Office Mail:** Outgoing mail, both off and on campus, is processed by College Post Office.
 - c) **FEDEX & UPS:** Deliveries and outgoing parcels are processed by the College Post Office.
 - d) **Personal Mail:** Postage may be purchased at the College Post Office on a limited basis.
- 9) **Maintenance and Repairs:**
 - a) **Facilities, Vehicles, College Equipment:** All requests for maintenance and/or repairs are made to the Office of Facilities by using the on-line work order system.
 - b) **Computers:** Contact Office of Information Technology for any needed repair or malfunction of any aspect of College owned computer hardware or software. An on-line Helpdesk system is available for non-urgent requests.
- 10) **Personal Vehicles and Parking:** All College personnel, for safety reasons, are required to register their vehicle(s) with the Office of Security and to display the mirror hang tag issued by the Office of Security. On-campus parking is provided without charge.
 - a) **Designated Parking Areas:** Spaces marked with yellow lines are specifically designated for faculty, staff, and campus visitors. Spaces marked with white lines are for all vehicles, including students.

- b) **Registration:** Employees are required to complete a Vehicle Registration form to register their vehicle.
 - c) **Procedural Guidelines:** The following procedural guidelines apply at all times to personal vehicles and parking on campus:
 - i) **Damage or Loss:** Brevard College assumes no responsibility for any damage or loss to a personal vehicle while it is parked or in operation on campus.
 - ii) **Responsibility for Safe Operation:** The registrant of a vehicle is responsible for the safe operation and proper parking of the vehicle, regardless of who may be operating the vehicle.
 - iii) **Violation:** The officer writing the ticket has no authority to arbitrate the issuance of a ticket. Any question or appeal should be made directly to the Dean of Students.
 - iv) **Traffic Regulations:** All traffic regulations will be strictly enforced. All employees should be aware that Brevard College is a pedestrian campus.
 - (1) **Speed Limit:** 15 miles per hour, campus wide.
 - (2) **Handicap Spaces:** To park in a space designated as handicap, the vehicle must have a valid handicap registration prominently displayed.
 - (3) **Driveways and Walkways:** No parking is permitted in driveways, on walkways or on the lawns.
 - (4) **Towing, Impoundment & Storage:** Anyone in violation of parking regulations runs the risk of being fined by the College, and/or of having the vehicle towed, impounded and stored, all costs of which are the responsibility of the vehicle registrant.
- 11) **College Identification Cards:** Each employee must have an up-to-date Brevard College photo id card. Employee ID cards may be obtained from the Campus Life Office in Coltrane Commons.

III. I: GENERAL POLICIES:

- 1) **E-Mail and Computer Use:** The College provides for every employee access to a personal computer via a personal account. All employees are responsible for all activity that takes place with their personal account. Use of the computer, internet, and email is intended to support the educational research and business objectives of the College. Employees shall not use the computing and network resources of the College for commercial purposes or for financial gain. Transmission of any material in violation of any federal or state law, or any College policy is prohibited. Complete details of the College's Acceptable Use Policy is available to all faculty, staff and students on the College's intranet page.

Property of Brevard College: Unless contractual agreements dictate otherwise, messages sent over the computer and communications systems are the property of the College. To properly protect and manage this property, the College reserves the right to examine all data stored in or transmitted by these systems. Since the computer and communication systems are to be used for administrative purposes, you should have no expectation of privacy associated with the information you store in or send through these systems.
- 2) **Personal Appearance/Dress Code:** Appropriate attire, grooming and personal cleanliness contribute to the professional image that Brevard College presents. Therefore, it is essential that all employees model effective personal grooming habits and have a positive appearance. Dress and grooming should be appropriate for each work situation. An employee's job responsibilities, position and circumstances dictate dress code; however, dress must be in good taste and be sensitive to students, peers, and the general community.

- 3) **Safety and Risk Management:** Safety of individual, group, and College equipment and buildings is everybody's business! All safety and risk management policies and issues are implemented and reviewed by a campus-wide Committee on Campus Safety and Risk Management, which in turn makes recommendations for additions and/or changes to policies and practices to the Committee on Institutional Effectiveness.
- a) **Clery Act:** In compliance with the Clery Act, as required by the Department of Education in the Crime Awareness and Campus Security Act of 1990, a report containing information regarding security at Brevard College (including statistical information) is available on the College's website. A paper copy of the statistical report is available upon request in the Security Office.
 - b) **Weapons on Campus:** It is a violation of North Carolina Law (General Statute 14-269.2) and the College policy to possess or carry any weapon on the College campus or any other property owned or used by the College. The only exceptions are for law enforcement or military personnel carrying out their official duties or weapons used in the conduct of ceremonial or educational activities authorized by the President. The definition of weapon includes firearms, powerful explosives, and devices such as knives, clubs and other instruments intended for use in personal combat.
 - c) **Evacuation Routes and Safety Drills:** In each building on campus evacuation routes are posted. During each academic year, the Director of Public Safety and the Committee will hold periodic and unannounced evacuation drills. In such an event, each person MUST IMMEDIATELY follow the evacuation procedure, as described in the Campus-wide Evacuation and Safety Plan. *There is no exception to this rule, no matter how much of an interruption a drill may seem.*
- 4) **Serious Diseases:** It is the policy of the College that employees with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees, students, or other persons. Such serious diseases include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS).
- a) **Employee Rights:** Where feasible and practical, the college will support educational programs to enhance employee awareness and understanding of serious diseases
 - i) **Affliction:** If an employee is afflicted with a serious disease, he or she is to be treated the same as any other employees.
 - ii) **Duties:** If the disease affects the employee's ability to perform assigned duties, the employee is to be treated like other employees who have disabilities that limit job performance.
 - b) **Employee Responsibilities:**
 - i) **Serious Infectious or Contagious Disease(s):** Employees diagnosed with a serious infectious or contagious disease shall immediately inform their Supervisor and the Director of Human Resources.
 - ii) **Serious Disease(s) not Infectious or Contagious:** Employees may, and are encouraged to, report the diagnosis to their supervisor and the Director of Human Resources.
 - iii) **Providing Records:** Employees who have a serious disease are to provide the Director of Human Resources any pertinent medical records needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The College may require a physician's certification of such employee's ability to perform duties safely.

- c) **College's Responsibilities:** The College will respond with compassion and understanding and review with the employee such issues as employee assistance, leaves and disability, infection control, expectation regarding the employee's performance and attendance, consideration of any special accommodations required by the employee, and available benefits.
 - i) **Confidentiality:** The College will maintain the confidentiality of employee medical records except as expressly provided by law in limited circumstances.
 - ii) **Compliance:** The College will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials.
 - iii) **Precautions:** Universal precautions, engineering and work practice controls, and personal protective equipment will be used to limit the spread of diseases in the work place.
 - d) **Other Employees' Responsibilities:** Employees concerned about being infected with a serious disease by a coworker, student, or other person should convey this concern to their supervisor or the Director of Human Resources.
 - i) **Refusal to Work with Person with Serious Disease:** Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first consulting with their supervisor and Director Human Resources, will be subject to discipline.
 - ii) **Co-Worker with Serious Disease:** When there is little or no evidence of risk of infection to others, the afflicted employee may be assigned to work with or perform services for any other employee, student, or other person, as required by the College.
- 5) **Conflicts of Interest:** Situations may arise in which the private financial or business activities of an employee may conflict with the employee's obligations to the College, or with the best interests of the College, or may raise a reasonable question of concern in this respect.
- a) **Disclosure:** Each employee shall disclose, in writing, to his or her immediate supervisor and the College and direct or indirect interest which the employee has or may have in any existing or proposed transaction to which the College is a party, by reason of such employee also being a party thereto, or being an officer, director, partner in or personally significant owner of a corporation, partnership, or other business entity which is a party to such transaction.
 - b) **Situations which Constitute Conflicts of Interest:** These include, but are not limited to the following:
 - i) Holding either directly or indirectly, a position or financial interest in an outside concern which provides services competitive with services rendered by the College, or an outside concern from which the college secures goods or services if the employee is involved in or may influence the ordering of such goods or services.
 - ii) Competing either directly or indirectly, with the College in the purchase or sale of property or property rights, interests, or services.
 - iii) Disclosing or using nonpublic information obtained through College employment for personal profit or gain or for the profit or gain of others.
 - iv) Accepting gratuities or special favors from any outside concern that does, or is seeking to do business with the College; or extending gratuities or special favors to employees of the College under the circumstances which might reasonably be interpreted as an attempt to influence the recipient in the performance of their duties. This does not include the acceptance of items nominal or minor values that are clearly tokens of

respect or friendship and not related to any particular transaction or activity of the College.

- 6) **Use of College Vehicles:** In order to help carry out the Mission of Brevard College, the College provides vehicles for transportation of students and personnel to and from off-campus locations. Safety and protection of individuals are of highest priority. The College's complete policy on use of college vehicles is available in the Offices of Security and Facilities, as well as on the college intranet.
- 7) **Children on Campus:** The College recognizes the challenges employees face in balancing professional and personal responsibilities. At the same time, the College must maintain a safe, professional environment that is conducive to learning and efficient in its business operations. Therefore, children are generally not allowed to be in campus workplaces or in unsupervised circumstances on campus. Such situations may not be conducive to the health and welfare of the child and may be disruptive to the operations of the College. Accordingly, the College observes the following policies as related to the presence of children in the workplace and/or unsupervised on campus:
 - a) Children under the age of 14, when on campus, must be supervised by a responsible adult or be properly enrolled in a supervised campus activity.
 - b) Children should not be present on a regular or consistent basis in a parent or caretaker's campus workplace. The College understands there are times of exception or emergency when a child must be with the parent for a short period of time. In this instance, the employee should notify his/her supervisor of the need for the child to be present in the workplace during working hours. If the child becomes disruptive, the College reserves the right to ask the employee to remove the child from campus and/or to find alternative arrangements for the child.
 - c) Supervisors are encouraged to accommodate employees as much as possible in scheduling sick and annual leave in order to provide or arrange for child care in accordance with College leave policies and applicable law.
 - d) Eligible employees are encouraged, when necessary, to use their Family Medical Leave Act (FMLA) benefits for qualifying circumstances as outlined at <http://www.dol.gov/esa/whd/fmla>. The employee should refer to the College's FMLA policy and contact his/her supervisor for additional information when scheduling FMLA leave.

III. J: INCLEMENT WEATHER POLICY:

In cases of severe inclement weather, the Vice President for Academic Affairs, in consultation with other appropriate college officials, will decide if the College will close and will notify employees according to the following policy.

- 1) **Suspension of Operations:** Since most students live on campus and many faculty and staff live nearby, Brevard College will not ordinarily suspend operations due to bad weather. Faculty will make allowances for commuting students who miss class on days of severe weather conditions. It is the student's responsibility to notify instructors promptly and make arrangements for making up missed work.
- 2) **Individual Safety:** Individual faculty, staff, and commuting students should use their best judgment about traveling in severe weather conditions.
- 3) **Whom to Inform:** Faculty who are unable to reach campus due to inclement weather should inform their respective division chair in a timely manner. Staff should notify their supervisor in a timely manner. Commuting students should notify their instructor in a timely manner.

- 4) **Essential Personnel:** In order to provide a safe and secure campus during severe inclement weather the College has designated essential personnel that must be in place.
- 5) **College Announcement:** When possible, as of 7 a.m. on days of inclement weather a recorded voice mail message will be posted to inform faculty, staff, and students of any decision involving the operations of the College (883-8292). In the event that extreme severe weather necessitates the closing of the College, notification will be made by WLOS-TV station. In addition, it will be posted on the College's web site.
- 6) **College Closing during Operations:** Only in the event of extremely severe weather will the College consider closing down its normal operations. In such an event, anyone unable to leave campus safely will be accommodated in emergency shelter. The College will post the closing time on campus-wide email and on the College's web site.

III K. INSTITUTIONAL SHARING OF PERSONAL INFORMATION

within the Brevard College Employee Community (i.e. birth, illness, death)

1) Employee Confidentiality

Every employee has the legal right to decide whether to share personal information. The College respects and observes the employee's right to privacy and will not release information unless authorized by the employee or other family member authorized to release such information on behalf of the employee. On occasions when an employee desires for the college community to receive accurate and timely knowledge of an important event in one's life, then the following protocols will be utilized.

- (1) In the event that an employee desires to share personal information about an important life matter with Brevard College's faculty and staff, the employee is encouraged to do so by contacting the President's Office. The President's Office will then release the information requested by the faculty or staff member.
- (2) In the event an employee hears information of a personal nature about another employee and news is circulating among the college faculty and staff, the faculty or staff with questions or concerns about another employee's personal situation should contact the President's Office directly.
- (3) Any follow-up information will also be shared in the same manner by the President's Office directly if and when employee chooses.

2) Student Confidentiality

Brevard College values the confidentiality and privacy of medical, disability, and mental health issues that students may experience. In consideration of FERPA / HIPAA regulations, the college has adopted a procedure for the disclosure, use, and communication of student personal health information. Faculty and staff members should send questions or concerns of this nature to the Associate Dean for Student Success. Individual faculty and staff members should be careful not to share such personal information or concerns about students with others. The Associate Dean will confirm or relay this information to the Sub-Hub Committee, and the appropriate information will be shared with permission of the student with appropriate individuals and offices. The Sub-Hub Committee is made up of members of different offices that will provide, as appropriate, support services to students experiencing such issues.

III. L: ADA POLICY:

Brevard College complies with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The College provides reasonable accommodation for such individuals in accordance with these laws.

Policy:

Title I and Title V of the American with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job trainings, classification, referral and other aspects of employment. Disability discrimination includes failure to make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

Under the ADA, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, walking or caring for oneself.

Qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions and privileges of employment.

Volunteering information about a disability will not subject an employee to any adverse treatment or penalty. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and other applicable laws.

Process for Requesting an Accommodation:

Qualified individuals with disabilities may make requests for reasonable accommodation to the Director of Human Resources. The employee is responsible for requesting accommodation and for providing medical documentation to assist in understanding the nature of the employee's functional limitations.

The Director of Human Resources, the Director of Security and Campus Services and the appropriate management representatives identified as having a need to know (e.g., the individual's supervisor/department head or Dean of Faculty, if accommodation is made for a member of the faculty), will determine the feasibility of the requested accommodation, considering various factors, including but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the College's overall financial resources and organization, and the accommodation's impact on the operation of the department, including its impact on the ability of other employees to perform their duties and on the College's ability to conduct business.

The Director of Human Resources will inform the employee of the College's decision on the accommodation request. The accommodation shall be reviewed annually or in the event of a change to the medical status of the employee.