



I. Introduction and Table of Contents

This Human Resources Policy Manual contains information about employment policies and practices of St. Augustine College. Our objective is to foster a work environment that is conducive to both personal and professional growth, through the promotion of fairness, efficiency, accountability, and openness.

We expect each employee to read this manual carefully, as it is a valuable reference for understanding your job and the College. The policies outlined in this Policy Manual are current management guidelines, which in any institution require changes from time to time. The College retains the right to make decisions involving employment as needed in order to conduct its mission in a manner that is beneficial to the employees and the College. This Policy Manual supersedes and replaces any and all prior Human Resources Policy Manuals and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which may only be changed by the president of the College in a signed written contract, the College reserves the right to revise, delete, and add to the provisions of this Policy Manual at any time without further notice. All such revisions, deletions or additions to the manual must be in writing and signed by the president of the College. No oral statements or representations may change the provisions of this Policy Manual.

The provisions of this manual are not intended to create contractual obligations with respect to any matters it covers. Nor is this manual intended to create a contract guaranteeing that you will be employed for any specific time period. Likewise, if a written contract is inconsistent with this Human Resources Policy Manual, the written contract is controlling.

This manual refers to current benefit plans maintained by the College. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

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II. Welcome to St. Augustine College

A. *Mission Statement and Brief History*

St. Augustine College is an independent, bilingual institution of higher education created to make the American system of higher education accessible to a diverse student population with emphasis on those of Hispanic descent; to strengthen ethnic identity; to reinforce cultural interaction; and to build a bridge to fill cultural, educational, and socio-economic gaps.

Established in 1980, St. Augustine College has grown from 240 students in English as a Second Language classes, to over 1400 studying in areas as diverse as computer programming and respiratory therapy. Throughout this growth, one truth has remained constant: the success of our students is our primary goal and we will work to remove as many obstacles to that success as possible.

B. *The Board of Trustees*

St. Augustine College is a not-for-profit 501(c) 3 institution of higher education, and is guided by a Board of Trustees, whose role is to support and to lead the College in the fulfillment of the mission. The Board sets the policies that govern the College and selects, appoints, advises, and evaluates the President of the institution.

As adopted in September, 2003, and amended in October 2007, the Board has the ultimate authority to:

- [Article II Section 2 (g)] Approve institutional policies bearing on faculty appointment, promotion, and dismissal as well as personnel or antidiscrimination policies for other categories of employees.
- [Article II Section 2 (m)] Approve such policies that contribute to the best possible environment for students to learn and develop their abilities.
- [Article II Section 2 (n)] Approve such policies that protect academic freedom and contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service consistent with the College's mission, goals, philosophy, and financial resources."

By action of the Board of Trustees, "a non-voting resident faculty member and a non-voting staff member, each selected by their peers" are invited to attend all Board meetings. The faculty and staff

representatives have the responsibility for sharing concerns from their respective constituencies and for reporting relevant Board actions.

C. Board of Trustees' Vision Statement

Building on the mission, by 2013, it is St. Augustine's vision to:

- Be nationally known for providing access to higher education;
- Educate competent bilingual leaders;
- Enroll at least 2,000 students;
- Be distinguished for innovative, relevant curricula in health care, education, social services, technology, and business at the associate degree level;
- Provide the pathway to, or completion of, the baccalaureate degree; and,
- Continue its commitment to the implementation of systems of accountability, change management, and continuous improvement for all operations.

D. The President

The President of the College is the leader and chief administrative officer of the College. The President is responsible for implementing the vision, strategic plan, and policies of the Board of Trustees. The President is also the representative of the College to the community and is responsible for upholding the values and the mission of the College.

As a member of the academy, the President encourages and supports raising the standards of scholarship in the College and, thereby, continually improves the quality of education that the College offers to its students.

The President is the advisor to the Board, appoints the vice presidents and deans, has general executive powers, and the duties of supervision and management of the College. Only the President has the authority to hire and terminate College employees.

E. Code of Ethics

In consonance with the mission of the College, each St. Augustine employee is expected to perform his or her job in accordance with the College's Code of Ethics and to subscribe to the following statements:

- I consider the welfare of the students and the College as my primary obligation.
- I give precedence to my responsibility for objectivity, integrity, trustworthiness and hard work over my personal interests.
- I commit myself to act with competence and strive to maintain and improve both personal competence and that of others.
- I commit myself to improve my understanding of and support the College's mission and policies, to interpret them to others, and contribute to the formulation and evaluation of such objectives and policies.

- I commit my special competence and knowledge for the most effective use of institutional resources and work with others in the College to this end, while recognizing the limits of such special competence as well as its strengths.
- I commit myself to clarify possible conflicts of interest that may arise in the College, and to this end, shall refrain from accepting gratuities, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between private interests and the interests of the College.
- I commit myself to foster the development of professional standards among colleagues in the College and in other institutions of higher education.
- I commit myself to keep confidential the information revealed to me throughout my period of employment. I shall surrender all materials given to me before leaving my position. Neither shall I reproduce nor use any of these materials for personal interests without written permission given by the President of the College.
- Since students are the main concern of the College, I shall be respectful and forthright with students and shall respect the integrity of the classroom as an essential component of the academic freedom of faculty and students.
- I shall not speak on behalf of the College without previous authorization. Neither shall I speak extemporaneously on officially sanctioned statements issued by the authorized body. While I have the right to my opinions, my employment status may be used only for identification purposes, and not for purposes of inferring the College's endorsement or sanction of any personal beliefs.

F. Confidentiality of College and Student Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling College, student, faculty and staff matters.

To maintain this professional confidence, no employee shall disclose non-directory College or student information in written or electronic form to outsiders including students, third parties or members of one's own family without written permission. Directory information consists of: Student's Name; SAC e-mail address and phone number (currently enrolled students only); dates of attendance; date of any degree awarded and major; honors or awards received; and photographs.

G. Media Inquiries

Only the President or designee is authorized to speak on behalf of the College. Media inquiries pertaining to the College business or College property shall be directed to the Office of Institutional Advancement. In the absence of the Director of this Office, requests should be forwarded to the President's Office.

III. Hiring and Employment

A. At-Will Employer

Under Illinois law, the College is an at-will employer. This means that regardless of any provision in this Human Resources Policy Manual, either you or the College may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Policy Manual or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the College is authorized to enter into an agreement—express or implied—with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the president of the College.

B. Filling a Position

Before any position may be created or a vacancy posted, a Personnel Requisition must be completed and signed by the supervisor, the appropriate budget officer, the chief financial officer, and the Director of Human Resources. In the case of unbudgeted positions, the Human Resources Office will recommend the creation or posting of the position to the President for approval or denial. The Human Resources Office will notify the supervisor once the paperwork is complete or the position is denied.

Once a candidate is selected and approved by the President for an approved position, appropriate paperwork must be completed for an employee to be placed on the payroll in that position.

The selection of a candidate for a Resident or Adjunct Faculty position is carried out in compliance with the Resident and Adjunct Faculty Manual requirements. However, all requirements regarding the Personnel Requisition and the final approval of an appointment by the President is according to this Human Resources Policy Manual.

All resident faculty members must sign an annual or multi-year contract, in accordance with the Resident Faculty Manual which specifies the terms of employment and performance reviews. Adjunct faculty and tutors must sign a contract for each semester of employment.

C. Certification, Licensing, and Other Requirements

You will be informed by the Director of Human Resources if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination. Proof of all required certification, licensing or other requirements must be provided for the Human Resources file at St. Augustine College at the time of employment.

D. New Employee Orientation

Upon joining our College, you are given a copy of the Human Resources Policy Manual. You will also be asked to complete personnel, payroll, and benefit forms.

After receiving this Human Resources Policy Manual please sign the receipt page and the other required forms and return them to the Director of Human Resources. If you are an employee for Child Care or

Head Start, there will be information and forms that you are required to sign in addition to those for other employees.

St. Augustine information you should expect in your New Employee Information Packet are:

- Your position description;
- St. Augustine's Attendance System Manual;
- St. Augustine Academic Calendar;
- St. Augustine Student Manual;
- St. Augustine Faculty Manual and Adjunct Faculty Manual where appropriate;
- Emergency & Security Policy (which is required to be signed);
- Sexual Harassment Policy (which is required to be signed)
- Acceptable Use Policy (which is required to be signed)
- The College's Drug and Alcohol Free Workplace Policy and the Substance Testing Consent Form (both of which are required to be signed); and,
- Office keys as appropriate.

Should any of this information be missing from your Employee Information Packet, it is your responsibility to bring it to the attention of the Human Resources Department so the missing information may be provided to you.

The Information Technology Office will provide you with a St. Augustine College e-mail address, passwords, and other communication and computer instructions.

The Director of Human Resources will conduct a new employee orientation session, referencing this information to familiarize you with St. Augustine College.

E. Employment Categories

Full-time and part-time employees are on a probationary period during their first two months of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the probationary period does not guarantee employment for any period of time thereafter.

First, employees are categorized as exempt or non-exempt.

▶ Exempt Employees, including all faculty, are not entitled to overtime pay pursuant to applicable federal and state laws, and are not subject to certain deductions to their salary under the College's policies.

▶ Non-Exempt Employees are entitled to overtime pay as required by applicable federal and state law.

Second, employees have many different classifications and responsibilities:

► Full-Time Employees regularly work a full-time schedule, and are eligible for the College's fringe benefit package. These benefits will be subject to the terms, conditions, and limitations of each benefit program.

► Part-Time Regular Employees regularly work a less than the full-time work schedule, but at least 20 hours per week.

Part-time employees working 20 hours and above, and working continuously for 12 months will be entitled to receive some fringe benefits, excluding health insurance. These benefits will be subject to the terms, conditions, and limitations of each benefit program.

Employees who work less than 20 hours will not be entitled to receive any fringe benefits.

► Resident Faculty are ranked faculty in any of the academic departments and are contracted by the College to work for 10 or 11 months of the year. These employees are eligible for fringe benefits.

► Adjunct Faculty are contracted through the department chairs, with the approval of the Dean of Instruction or the Dean's designee, and the president, on a course-by-course basis. Adjunct Faculty are not provided with College benefits.

► Workforce Trainers are contracted through the Office of Workforce Development, with the approval of the Vice President of Workforce Development, and the president, on a project-by-project basis. Workforce Trainers are not provided with College benefits.

► Temporary Assignment Employees are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless, and, until notified of a change in writing. While temporary employees receive all legally mandated benefits, such as workers' compensation insurance and Social Security, they are ineligible for all other benefit programs.

► On Call Basis and Casual Employees have established an employment relationship with the College, but are assigned to work on an intermittent and/or unpredictable basis. They receive all legally mandated benefits, such as Workers' Compensation and Social Security and are ineligible for all other benefit programs.

► Independent Contractors and Consultants are not employees of the College. They are contracted for a specific task and duration. As such, they are ineligible for fringe benefits and provide their own benefits, such as liability insurance, Workers' Compensation, unemployment compensation, state and federal withholding, FICA, and other legislated payments. Method and amount of payment and conditions of employment are established by written agreements.

Upon hire, the Human Resources Office will notify you of your employment classification.

F. Position Descriptions

The College maintains a position description for each position in the College. The position description outlines the essential duties and responsibilities of the position. When the major duties and/or responsibilities of a position change, the position description may be revised to reflect those changes. If

you have any questions or wish to obtain a copy of your position's job description, please see your supervisor. A file of all position descriptions is maintained in the Human Resources Office.

G. Reference Requests

The College will not honor any oral requests for references. All requests must be in writing and on the letterhead of the requesting company or institution. Generally, St. Augustine will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of the College without coordination with the Director of Human Resources. All inquiries regarding a current or former employee's position(s) and/or compensation with the College must be forwarded to the Director of Human Resources. Furthermore, the College does not provide a "letter of reference" for former employees.

H. Resignation Policy

Resignation is a voluntary act by the employee to terminate employment with the College. Although advance notice is not required, St. Augustine requests at least two weeks written notice of resignation for non-exempt employees and four weeks notice from exempt employees prior to the effective date of resignation.

Former employees who left the College in good standing may be considered for re-employment. Former employees who resigned without written notice or who were dismissed for cause will not be considered for re-employment.

Employees, who are rehired following a break in service in excess of 30 days (other than an approved leave of absence), must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes.

Please notify the College if your address changes during the calendar year in which your resignation occurs so that your tax information will be sent to the proper address.

Employees are responsible for maintaining and returning all St. Augustine College property, materials, or written information issued to them or given to their care or control, including, but not limited to:

- Keys (office, files, desk, other)
- Library books, (materials, or other)
- All software, hardware or equipment belonging to the College
- Any office or College reports, lists, information, and data
- Any manuals, manuals, or pertinent information regarding the College

For the purposes of this Policy Manual the term "College property" includes all land, buildings, structures, parking lots, and means of transportation owned by or leased to the College.

The College will withhold from the employee's final paycheck the cost of any items that are not returned when required. The College may take all action deemed appropriate to recover or protect its property.

Pending reports and/or tasks are asked to be completed prior to resignation.

In the event of a resignation or termination, a two part exit interview will be performed by the immediate supervisor and the Human Resources Office.

I. Employment of Relatives

A member of an employee's family may be considered for employment by the College, provided that the applicant's credentials and experience match with the job description.

However, an employee may not supervise an individual if the supervisor has an on-going personal relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's family.

Furthermore, the Faculty Manual states that, "Department chairs or directors may not hire family members for positions in their own departments, nor may family members be hired for positions in departments where other family members are already working. Department also means an office, program, division, or other budgetary unit."

J. Equal Employment Opportunity (EEO)

Our College is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Illinois, the following are protected classes: race, color, religion, national origin, citizenship status, ancestry, age (40 or over for most employment), sex, sexual orientation (including heterosexuality, homosexuality, bisexuality, and gender-related identity), marital status, arrest records, criminal history (that has been sealed or expunged), military status, unfavorable discharge from military service, and physical or mental handicap.

The College has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to make sure that:

- ▶ Persons are recruited, hired, assigned, and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran status, uniform service member status, age, disability, or any other legally recognized protected personal characteristics.
- ▶ Similarly, all other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran status, uniform service member status, national origin, citizenship, sex, age, disability, or any other legally recognized protected personal characteristics.

The Director Human Resources has the responsibility of College EEO coordinator. As part of that responsibility, the EEO coordinator will periodically analyze the College's personnel actions and their effects to ensure compliance with our equal employment policy.

K. Americans with Disabilities Act

Our College is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the Director of Human Resources of the need for accommodation. Upon doing so, the Director of Human Resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

L. Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our College is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the College.

IV. Employee Relations

A. *Standards of Conduct*

Each employee has an obligation to observe and follow the College's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination. The appropriate disciplinary action imposed will be determined by the College. The College does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including termination:

- Violation of the College's policies or safety rules;
- Smoking on any College property;
- Fighting or threatening violence in the workplace;
- Insubordination;
- Possession, use or sale of alcohol and/or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles;
- Unauthorized possession, use or sale of weapons, firearms, or explosives on work premises;
- Theft or dishonesty;
- Sexual harassment or other unlawful harassment;
- Disrespect toward fellow employees, customers, visitors, or other members of the public;
- Boisterous or disruptive activities in the workplace;
- Conducting outside work while on College time or using College property, equipment or facilities in connection with outside work at any time;
- Unauthorized use of telephones, mail/e-mail systems, copying, duplication, or other employer-owned equipment;
- Poor attendance or poor performance; and,
- Unauthorized absence from workstation.

These examples are not all inclusive. We emphasize that termination decisions will be based on an assessment of all relevant factors.

Nothing in this policy modifies the employment-at-will policy of St. Augustine College.

B. *Attendance and Punctuality*

Attendance and punctuality are important factors for your success within the College. We work as a team and this requires that each person be punctual and present.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances.

Personal issues requiring time away from your work should be scheduled during your nonworking hours whenever possible.

If you are absent for three days without notifying the College, it is assumed that you have voluntarily resigned from your position with the College, and you will be terminated.

C. Email and Voicemail Accounts

St. Augustine recognizes your need to be able to communicate efficiently with fellow employees, students, vendors, and other third parties. Therefore, each employee has a St. Augustine College email account and a phone number with voicemail to facilitate business-related communication. You are expected to check your e-mail and voicemail accounts routinely.

Your email account is the official means by which information is disseminated among employees. Any emergency notification will be sent to your St. Augustine College e-mail address.

Every employee and student is assigned a St. Augustine College e-mail account that must be used for all St. Augustine communications among employees, students, and all other business contacts. To comply with federal law and protect you in case of a legal challenge, you **MUST** use your College e-mail account in all matters related to the College. All communications are archived to assure a record in case of a legal challenge. To underscore, it is essential that you **NOT** use personal e-mail accounts for any communications with other employees, faculty or students, or for any other College-related business.

The College's voicemail and internet are also intended for business use only. The use of the College's e-mail and/or voicemail systems to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our College's policies against sexual and other types of harassment apply fully to the e-mail and voicemail systems. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files and/or accounts.

Violation of this policy may result in disciplinary action, up to and including termination.

The College reserves the right to enter, search, and/or monitor any account on the College's e-mail or voicemail systems or accessed on the internet, and the files/transmission of any employee, without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the College's private e-mail and voicemail systems will be disclosed to management. Employees should not assume that communications that they send and receive by the College's private e-mail and voicemail systems are private or confidential.

D. Disciplinary Procedure

The major purpose of any disciplinary action is to correct the behavior, prevent recurrence, and coach the employee for satisfactory service in the future. In cases where discipline other than termination is imposed, the employee and supervisor should approach a disciplinary action in the spirit that discipline is designed to be corrective rather than punitive.

When an employee fails to meet job responsibilities, violates College policies, or otherwise engages in conduct that is detrimental to the College, the employee's conduct may be addressed through disciplinary action. Disciplinary action may include any one or more of the following steps:

1. Oral warning or discussion;
2. Written warning;
3. Special probationary period,
4. Suspension; and/or
5. Termination of employment.

The level of discipline imposed in any particular case will be determined by the College based on its view of the relevant circumstances which may include, but are not limited to: the seriousness and nature of the conduct or problem, the likelihood that a particular form of discipline will correct the problem, the employee's seniority and length of service, and the employee's past disciplinary and performance record. Based on the above, the College may start the disciplinary process at any level, including termination, and may skip or repeat steps in the disciplinary process.

All documented disciplinary actions and terminations are to be coordinated with the Human Resources Office. Supervisors are responsible for informing the Human Resources Office of pending disciplinary actions.

The levels of discipline and procedures connected therewith may be described as follows:

1. Oral Warning or Discussion: Most minor problems should be addressed through informal oral discussions between supervisor and employee. Supervisors should keep a record of oral discussions or warnings issued in order to track performance and help determine whether problems called to an employee's attention are being addressed adequately.
2. Written Warnings: These are issued either when prior oral warnings and/or discussions have not resolved a problem or when the circumstances otherwise lead the supervisor to conclude that a written warning is appropriate. The written warning should be presented to the employee by his or her supervisor and discussed with the employee so that future expectations are made clear. The employee should sign the written warning as an acknowledgment that it has been received and discussed.

The employee's signature does not mean that the employee necessarily agrees with the warning. If an employee refuses to sign the warning, then the supervisor or a member of the Human Resources Office should sign the warning indicating the employee's refusal to sign. A copy of the warning will then be placed in the employee's Human Resources file.

3. Special Probationary Period: This is invoked to correct performance deficiencies or attendance problems. If performance has not improved or is not evident during this period, the employee may be terminated or the probationary period extended.

4. Suspension: This is invoked if an employee has received oral or written warnings or if the circumstances of an employee's conduct are deemed to warrant this level of discipline. Suspension without pay may also occur in circumstances where the College deems it appropriate for the employee to not report to work while a matter is being investigated and/or further disciplinary action such as termination is being contemplated. The employee may be informed of a suspension without pay either in writing or verbally by the employee's supervisor, but in either case a written record of the suspension is to be placed in the employee's personnel file. Failure of an employee to correct infractions or performance problems upon return from a suspension will normally lead to termination.
5. Termination of Employment: This occurs if performance has not improved or if it is determined immediate termination is warranted by the President of the College. The immediate supervisor will notify the employee that a recommendation will be made to the President for immediate dismissal.

E. Grievance Procedure

The College is committed to providing the best possible working conditions for its faculty and staff. This Policy Manual guides any grievance from staff and Adjunct Faculty. St. Augustine's Faculty Manual outlines the procedure for all Resident Faculty.

The following procedure has been established to address specific instances in which the employee believes that the College has failed to live up to the standards and guidelines contained in this Human Resources Policy Manual. Employees wishing to utilize the Grievance Procedure are encouraged to review the steps below and proceed accordingly.

1. Step One - Verbal Request to Supervisor
The employee alleging violation of College policy as set forth in the Human Resources Policy Manual, shall first attempt to resolve the matter informally with his or her supervisor or the relevant party. In most cases, the problem can be resolved satisfactorily at this stage. (Should the allegation involve the employee's immediate supervisor, the verbal request should be taken to the Human Resources Director.)
2. Step Two - Written Request to Supervisor
If, however, the employee is not satisfied, s/he shall reduce his or her concern to writing, stating the specific policy violated and the employee's recommended remedy. The written request must be submitted to the supervisor, with a copy to the Human Resources Office, within ten working days of the alleged violation. (If, again, the supervisor is the alleged subject of the concern, the written request should be submitted to the Human Resources Director, in lieu of the supervisor, with a copy to the Vice President for Finance, and handled with the HR Director and/or the Vice President for Finance through the remainder of the process.) The supervisor must respond in writing to the employee within five working days. If the complaint involves a student, a copy must also go to the Assistant Dean of Advising or the Program Administrator (See College Catalog).
3. Step Three - Referral to the Director of Human Resources and Establishment of Review Committee

If, after considering the supervisor's written response, the employee feels the problem is not resolved to his or her satisfaction, appeal may be made to the Director of Human Resources within five days of the supervisor's response.

If the supervisor fails to respond to the written request within the time allotted in Step Two, then the employee shall have ten working days from the date the supervisor was required to respond to request review by the Director of Human Resources.

The Director of Human Resources will then submit the request to a Review Committee, whose membership should be as follows: a member appointed by the President who shall act as the Chairperson of the committee; a member chosen by the Director of Human Resources; and a member chosen by the concerned employee.

4. Step Four - Review and Recommendation by Review Committee

The Committee will attempt to complete its review of the grievance within ninety calendar days. The Committee will have access to the correspondence and facts relating to the incident and may also interview any employee the Committee believes may be appropriate to the situation. Confidential written findings and recommendations of the Committee will be directed to the Director of Human Resources.

5. Step Five - Recommendation to the President

After review of this report, the Director of Human Resources will render a written recommendation to the President.

The President will, whenever possible, respond to the grievance, considering the recommendation of the Director of Human Resources and the Review Committee, within 10 working days of the written recommendation. The decision of the President is final.

F. Access to Employee's Personnel File

Employees have the right to inspect their personnel records. Requests should be made to the Human Resources Office in writing. By law, the request will be granted within fourteen working days. Personnel records include any personnel documents that are or have been intended to be used in determining your qualification for employment, promotion, transfer, wage increases, discharge or other disciplinary action.

Employees who wish to obtain a copy of their records may do so and the College may charge a reasonable fee for the cost of duplication.

A Human Resources representative must be present during all times of the review of records, no files may be removed at any time from the record, and any requested copies must be made by a Human Resources Department representative.

If you disagree with any information in the personnel records, you may submit a written statement explaining your position, with documentation if possible, to be attached to the disputed part of the personnel record. The inclusion of such a statement does not mean that the College agrees.

An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

G. Non-Harassment Policy

St. Augustine prohibits harassment of one employee by another employee, supervisor or third party for any reason ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability or any other protected class under federal, state or local law. Harassment of third parties by our employees is also prohibited.

In Illinois, the following are protected classes: race, color, religion, national origin, citizenship status, ancestry, age (40 or over for most employment), sex, sexual orientation (including heterosexuality, homosexuality, bisexuality, and gender-related identity), arrest records, criminal history (that has been sealed or expunged), military status, unfavorable discharge from military service, marital status, and physical or mental handicap.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including, but not limited to e-mail, voicemail, chat rooms, internet use or history, text messages, pictures, images, writings, words, gestures, or personal threats.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments, or visual depictions, unwelcome jokes, and teasing.

Any employee who feels that s/he is a victim of such harassment should immediately submit a written report on the matter to the Human Resources Office with a copy to the supervisor. If the supervisor is the alleged offender, the employee is advised to immediately submit a written report on the matter to the Director of Human Resources.

The College will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because s/he, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to, and including, termination of employment.

H. Sexual Harassment Policy

Any type of sexual harassment is against College policy and may be unlawful. St. Augustine firmly prohibits sexual harassment of any employee by another employee, supervisor or third party.

In keeping with the spirit and intent of federal and state law, St. Augustine College strives to provide a comfortable work environment. We are committed to an institution that is free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected class. Offensive or harassing behavior will not be tolerated against any student, faculty member, or employee. Any student, faculty, or employee who believes s/he has been sexually harassed may obtain redress through the established grievance procedures.

Every employee is given a copy of the full St. Augustine College Sexual Harassment policy to review and sign.

Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment.

While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching, or other sexually-related comments. A description of behaviors understood to be sexual harassment also appears in the College catalog, and includes the use of one person's power and/or authority over another person to attempt to coerce a sexual relationship, or subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working environment. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, chat rooms, internet use or history, text messages, pictures, images, writings, words, or gestures.

Any employee that feels that s/he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

- Any employee who believes that s/he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the Human Resources Office.
- The College will investigate every reported incident immediately. Any employee, supervisor, or agent of the College who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination.
- The College will conduct all investigations in a discreet manner. The College recognizes that every investigation requires a determination based on all the facts in the matter. We also

recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.

- The reporting employee and any employee participating in any investigation under this policy have the College's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

V. Professional Conduct

A. *Conflict Of Interest*

The College's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the College, or any of its students, faculty or staff, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The College adheres to the highest legal and ethical standards applicable in private higher education. Employees of the College shall conduct their personal affairs such that their duties and responsibilities to the institution are not jeopardized and/or legal questions do not arise with respect to their association or work with the College.

Any questions or complaints regarding a conflict of interest must be addressed to the President for resolution, first informally and then in writing if appropriate. The Board of Trustees has final authority regarding any Conflict of Interest allegations and resolution.

B. *Protecting College Information*

Protecting the College's information is the responsibility of every employee. We share a common interest in making sure information is not improperly or accidentally disclosed.

Such confidential information includes, but is not limited to, the following examples:

- Employee data
- Student lists/data
- Compensation data
- Computer processes
- Computer programs and codes
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Research and development strategies

Employees who improperly use or disclose confidential business information will be subject to immediate termination.

C. *Protecting Student Records*

In accordance with the federal Family Educational Rights and Privacy Act (known as FERPA), students have specific rights with regard to student records, including the right to:

- ▶ Inspect and review the student's records maintained by the institution;

- ▶ Request that the institution correct records that they believe to be inaccurate or misleading, and, if denied, to place a statement in the record about contested information;
- ▶ Have information released to third parties only with written permission from the student, with the exception of directory information and other circumstances specified in FERPA (34 CFR ¶ 99.31).

Further, the privacy requirements have such implications as:

- ▶ Assuring complete security of student records with permissions given only to those with “a legitimate educational interest” in the student(s).
- ▶ When viewing electronic records, the computer screen must be in a private/secure location, and never left unattended.
- ▶ Any written student records must be held in a secure location, never left out for public viewing, or shared/copied with anyone who does not have a legitimate educational interest in the student.
- ▶ Discussions regarding student academic performance or other matters of concern should only be discussed with persons with a legitimate educational interest in the student and NEVER in a public place such as a hallway, library or cafeteria.
- ▶ Class grades may only be referenced/shared with the specific student who has earned the grade(s) at the student’s St. Augustine e-mail address, and not to a personal address or social media site that may be viewed by others except by the personal request of that student in writing.

It is your responsibility to assure that St. Augustine honors these requirements.

D. Log of Student Complaints

As an employee of the College, you may receive a complaint from a student. Regional and national accrediting bodies require that the College have an organizational account of student complaints it has received and the disposition of those complaints. The College collects these records in the Office of the Assistant Dean for Advising. .

Grade appeals are addressed to and resolved by the Dean of Instruction as described in the Student Handbook which may be found on SACNet.

The procedures for students and Academic Advising employees to file and resolve a student complaint are found in the College catalog.

For employees not in Academic Advising, the procedures are listed below:

1. Formal complaints are to be presented by the student in writing. If the complaint is originally received verbally, the faculty, staff or administrator may ask the student to put the complaint in writing or the administrator may choose to document a verbally expressed complaint, then obtain the student’s signature to acknowledge and confirm the accuracy of the matter.
2. Complaints are to be forwarded to the Assistant Dean for Advising. Complaints tracked are those made formally in writing, and signed by a student.
3. Once the complaint is received, the administrator or advisor will gather the pertinent information, track the resolution of each complaint and complete a

Record of Student Complaint Form to be retained in the Student Compliant Summary Log in the Assistant Dean's Office.

E. Solicitation and Distribution

Occasionally, employees may be distributing solicitations or literature not related to the College's business or employees. Employees may not engage in non-work related solicitation during the soliciting employee's work time or disrupt the work time of the employee(s) being solicited, including distributing or posting any non-work related materials in any work area of the College.

As used in this policy, "work time" means the period of time during working hours when the employee is engaged in or is expected to be engaged in service on behalf of the College. Work time does not include the employee's lunch period or work breaks or any other periods in which the employee is not on duty. As used in this policy, "work area" means those areas of the College in which regular College activity takes place.

Each Human Resources bulletin board, at each location, has a section set aside for employees to use for announcing non-work related functions.

F. Recording Devices and Intellectual Property

Unless authorized by a supervisor, no employee may photograph, tape, or otherwise record any person, document, conversation, communication, or activity in any way that involves the College or employees of the College, any student or any other individual with whom the College is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors). The authorized copying of documents in the ordinary course of business for the benefit of the College is not prohibited by this policy.

"Photographing," "taping," and "recording" under this policy include taking still or video pictures (film or digital), or recording any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., on or off the College's premises.

"Taping" or "recording" also include photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). Limited exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an authorized member of College management.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including termination of employment. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

G. Computer Software Licensing

The College purchases or licenses the use of various computer software programs; therefore, the use of the software is proprietary to the College. Neither the College nor any of the College's employees have

the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by a considerable fine and/or jail term.

H. St. Augustine College Logo

Graphic standards for use of the St. Augustine logo have been established and are available from your supervisor. All elements of the logo must remain intact; no single or revised combination of elements may be used in any publication or electronic format. The colors are specified as well and are the only ones that may be applied to the logo. This is the brand of St. Augustine. See the President's Office for rules and standards if you need to use the logo.

I. Acceptable Use Policy

The College's Acceptable Use (of Electronic Resources) Policy must be signed by every faculty, staff and student. These requirements are essential regarding computer, network, and information resource use:

- Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Do not view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Do not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices, as posted.
 - b. Report security risks or violations to a teacher or network administrator.
 - c. Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and internet users.
- Respect and protect the intellectual property of others.
 - a. Do not infringe copyrights (no making illegal copies of music, games, or movies!).
 - b. Do not plagiarize – remember to appropriate cite all electronic sources.
- Respect and practice the principles of community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials to the informational technology office.
 - c. Not intentionally access, transmit, copy, or create material that violates the College's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Not use the resources to further other acts that are criminal or violate the College's code of conduct.
 - f. Not send spam, chain letters, or other mass unsolicited mailings.
 - g. Not buy, sell, advertise, or otherwise conduct business, unless approved as a College project.

Consistent with applicable federal and state law, the time you spend on the internet may be tracked through activity logs. All abnormal usage will be investigated thoroughly.

Violations of this policy may result in disciplinary action up to and including termination as well as possible civil liabilities or criminal prosecution. Where appropriate, the College may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, retaliate against anyone who reports possible policy violations or assists with investigations.

J. Smoking in the Workplace

Our College is committed to providing a safe and healthy environment for employees and visitors. By State law, smoking is not permitted in any College building nor within 15 feet of any building entrance.

Violations of this policy may result in disciplinary action, up to and including termination.

K. Dress Policy

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the College presents to visitors, potential students, employee candidates, visitors, and the community.

During business hours, employees are expected to be appropriately dressed for a professional environment. The immediate supervisor or department head will answer any questions as to what constitutes appropriate attire.

L. Personal Telephone Calls

Although the occasional use of the College's telephones for a personal emergency may be necessary, routine personal calls are discouraged. Personal use for long distance is not permitted; employees should use personal cell phones for such calls. If a long distance call is absolutely necessary due to an emergency and the employee's personal cell phone is not available, reimbursement is required.

M. Visitors

If you are expecting a visitor, please notify your supervisor. All first time visitors must first check in at the reception area. Authorized visitors will receive directions or be escorted to his or her destination. Under no circumstances will visitors be allowed in confidential, unauthorized, or potentially hazardous areas.

Employees are responsible for the conduct and safety of his or her visitors.

If an unauthorized individual is observed on the College's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

N. Drug and Alcohol Free Workplace

The College has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers and students we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal contractor

and/or grantee we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1989. For these reasons, we have established as a condition of employment a drug and alcohol free workplace.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods, except for recognized College events where service of alcohol is approved by the president.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace, including any time a College employee is off premises acting in any capacity representing the College. Illegal substances shall be confiscated, and the appropriate law enforcement agencies shall be notified.

In accordance with the Drug-Free Workplace Act of 1988, an employee must notify his/her supervisor of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Consistent with its fair employment policy, the College maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The College will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the College's policies and applicable federal, state, or local laws.

Any violation of this policy may result in disciplinary action, up to and including termination.

VI. Pay Practices and Work Hours

A. *Work Schedules*

The normal work schedule for all full-time employees is 40 hours per week. A normal work schedule for all part-time employees is between 20 and 35 hours per week. The normal work schedule for temporary employees may vary depending upon the daily or weekly assigned schedule.

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that maybe scheduled each day and week.

The work week for pay purposes begins on Monday and ends on Sunday.

B. *Overtime*

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. Advance notification of these mandatory assignments will be provided whenever feasible, but may not always be possible.

Non-exempt employees will be paid at a rate of 1.5 times their regular hourly rate for hours worked in excess of 40 hours in a work week.

The supervisor must give prior authorization for overtime. Only actual hours worked count toward computing weekly overtime. Employees who work overtime without receiving prior authorization from the immediate supervisor may be subject to disciplinary action, including possible termination of employment.

Direct any questions regarding overtime pay to the Human Resources Office.

C. *Recording time*

As appropriate to the position, employees will receive the St. Augustine attendance system materials and training for recording time and attendance. Non-exempt employees will record their time worked. Exempt employees will record their leave requests (time off) as appropriate to comply with state and federal wage and hour laws.

Altering, falsifying, or tampering with time records may be subject to disciplinary action, including possible termination of employment.

D. *Payday*

St. Augustine College employees are paid biweekly on Fridays for the period that ends on the previous Sunday. When payday is a holiday, employees normally will be paid on the last working day before the holiday.

Employees may pick up your paycheck or stub after 12:00PM from the Bursar's Office.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error. Any errors will be corrected in the next pay period.

E. Paycheck Deductions

The College is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year on your Form W-2, Wage and Tax Statement. However, at this time Section 125 deductions are not included in the Form W-2.

It is the policy of the College that exempt (salaried) employees pay will not be “docked,” with the exception of Adjunct Faculty, or subject to deductions, which would be a violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, exempt employees, may be subject to legal salary deductions as detailed in the Fair Labor Standards Act.

If questions or concerns about any pay deductions arise, contact the Director of Human Resources.

F. Garnishment/Child Support

When an employee's wages are garnished by a court order, our College is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our College will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

G. Direct Deposit

You have the option, which is preferred by the College, of having your pay deposited into your bank account through our direct deposit program, or receiving your pay in a payroll check. In addition, for those employees without bank accounts, Paycor offers a Direct Deposit Debit card option which is called the SkyLight Paycard. See the Human Resources Office for these deposit options.

H. Business Travel/Expense Accounts

The College will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed: Travel Expense, Car Rental//Mileage, Lodging, Tips and Business Meals. This list is not all-inclusive. See the Accounting Office regarding additional reimbursable business expenses.

Travel from the one College premise to other St. Augustine locations is not considered business travel and will not be reimbursed.

I. Changes in Personal Data

To aid you and/or your family in matters of personal emergency and to assure accurate personnel records, we need to maintain up-to-date information. Changes in name, address, telephone number, personal e-mail address, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Director of Human Resources promptly.

VII. Health and Family Benefits

The College has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Human Resources Policy Manual describes the current benefit plans maintained by the College. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The College reserves the right to modify its benefits at any time.

A. Medical Insurance

Eligible full-time employees and resident faculty may enroll as a single employee, an employee and spouse, an employee and dependent children, or a family contract after completing their probationary period.

Information and enrollment forms may be obtained from the Director of Human Resources.

To assist you with the cost of this insurance, the College pays a portion of the premium for all medical insurance contracts. You are responsible for paying the balance through payroll deduction. Please consult with the Director of Human Resources regarding the balance that is the employees' responsibility to pay for each plan.

Participating employees are also covered under our medical insurance plan's prescription drug and vision care programs.

A booklet containing the details of the plan and eligibility requirements may be obtained from the Director of Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon termination you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. (See COBRA section following.) For more information, contact the Director of Human Resources.

B. Life Insurance, Long Term Disability Insurance and Accidental Death & Dismemberment

Full-time employees and resident faculty may enroll in life insurance, long term disability insurance, and the plan's Accidental Death and Dismemberment rider after completing the probationary employment period. The College pays the full premium for these insurances.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

You must complete an insurance form and designate your beneficiary. Complete details of this plan may be obtained from the Director of Human Resources.

C. Dental Insurance

Full-time and part-time employees and resident faculty may enroll for dental insurance for the employee and dependents after completing the probationary employment period. The College pays the full premium for dental insurance.

A booklet containing the details of the plan and the eligibility requirements may be obtained from the Director of Human Resources.

If you have specific questions regarding this benefit plan, refer to the actual plan document and summary plan description. Those documents are controlling.

Upon termination you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. (See the COBRA section following.)

D. COBRA

You and your covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental coverage for you and/or your covered dependents would otherwise end due to:

- Your death;
- Your employment terminating, for a reason other than gross misconduct;
- Your employment status changing due to a reduction in hours;
- Your child ceasing to be a "dependent child" under the terms of the medical and/or dental plan;
- You becoming divorced or legally separated and losing your insurance from another carrier; or,
- You becoming entitled to Medicare, but a dependent is not.

In most cases, while you are entitled to group medical and/or dental coverage for this period, the coverage is at the full premium expense plus administrative fees to the employee or former employee.

A period of 36 months may be covered in very special circumstances.

In the event of divorce, legal separation, a child's loss of dependent status, or Medicare eligibility, you or a family member must notify the Director of Human Resources within 60 days of the occurrence of the event. The Director of Human Resources will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage in any circumstance that is affected by the College.

Please see the Director of Human Resources for a description of all circumstances and requirements.

E. Section 125 Plans

The College offers a pretax medical insurance contribution option for full-time employees and resident faculty which is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance and out-of-pocket medical expenses on a “before tax”, rather than an “after tax” basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security are calculated.

To participate in this plan, complete an election form and return it to the Director of Human Resources.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

F. 403(b) Qualified Retirement Plan

Our College provides eligible full-time employees and resident faculty with a 403(b) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The College's contribution, if any, is determined by the College on an annual basis.

You may obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the Human Resources Office. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the Director of Human Resources.

G. Social Security

During your employment, you and the College both contribute funds to the federal government to support the Social Security and Medicare programs. The programs are intended to provide you with retirement benefit payments and medical coverage once you reach retirement age or are adjudicated to have a disability under the Supplemental Insurance (SSI) provisions.

H. Unemployment Insurance

Full-time or part-time employees only, upon termination from employment, may be entitled to state unemployment insurance benefits. Information about unemployment insurance can be obtained from the Director of Human Resources.

I. Parent & Child Development Center Services

The College provides child care services to all eligible employees as a benefit of employment. The College recognizes the responsibility employees have in securing a safe environment for their children; therefore, the Parent and Child Development Center is an appropriate solution and should be utilized for this purpose. For more detailed information, please contact the Parent & Child Development Center at the Main Campus.

- Child Care Services: All employees, including faculty, are eligible for the child care services program.

Employees who have children from the ages of 3 to 5 years old who are not in school may bring their children to the child care. However, any child enrolled must be toilet trained. There is no fee for this service.

- After School Program: School-age children requiring only three or four hours of child care in the late afternoon may enroll for this option. Programs are established in each site to provide supervised programs or study/play areas.
- Child Care Special Services: A child in need of special services will be referred by College professionals to an appropriate program with parent(s) consent.

J. *Nursing Mothers in the Work Place Act*

The College will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. The College will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

An employee should notify her supervisor to request time to express breast milk under this policy. However, the College is not required to provide break time under this act if to do so would unduly disrupt the College's operations.

No overtime will be paid for time required to compensate for lactation breaks.

K. *Workers' Compensation Insurance*

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to employees. If you are injured on the job, no matter how slightly, report the incident immediately to the Director of Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim.

The College requests your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

L. *Illness or Injury On-The-Job*

Employees who become ill on the job or suffer any work related injury, no matter how minor, are to report it to their immediate supervisor and the Human Resources Office to record the incident.

The Human Resources Office is responsible for developing and managing programs concerning employee health and safety. An injured employee's supervisor, in coordination with the Human Resources Office, may refer the employee to an outside medical facility for treatment.

M. *Life Threatening Illnesses*

Employees occasionally develop serious or life threatening illnesses. Our College is committed to supporting such employees' efforts to continue their normal pursuits, including working. When necessary

and when required by law, the College will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards.

An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

Employees with questions or concerns about life threatening illnesses are encouraged to contact the Director of Human Resources for information and referral to appropriate services and resources.

VIII. Employee Development

A. *Performance Reviews*

Your performance is important to our College. Once each year, at the end of the fiscal year, your supervisor will review your job progress within our College and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor with respect to your job performance, potential and development within the College.

All fulltime and part-time employees, with the exception of Resident and Adjunct Faculty, see your supervisor or the Human Resources office for more information. For Resident and Adjunct Faculty, the performance review process is conducted according to the Faculty and Adjunct Faculty Manuals.

B. *Education Benefits*

The College recognizes that the skills and knowledge of its employees are critical to the success of the organization and encourages their employees to improve job related skills or enhance their ability to compete for reasonably attainable jobs within the College.

► **Eligibility:** The College will provide a tuition waiver for enrolling in a course(s) at St. Augustine to all eligible employees who are in an eligible employment classification and are not on probation. This benefit is only offered at the College.

- a. Full-time Resident Faculty and Regular employees
- b. Part-time employees (working 20 hours or more a week)
- c. Part-time Resident Faculty and Adjunct Faculty teaching at least 4 courses in the academic year

In order to qualify and be eligible for this benefit, the course must be:

- a. Offered as a regular class course, not as an independent course;
- b. Directly related to the employee's present job or enhance the employee's worth to the College (The College has the sole discretion to determine whether a course relates to an employee's current job duties or a future position.);
- c. Successfully completed by the employee.

► **Conditions & Regulations:** The employee will be eligible to take two courses per term (Fall and Spring) and one per term (Summer), equivalent to five per academic year. Part-time Resident Faculty and Adjunct Faculty and Part-time employees (as above) are eligible to take one course per term. (Language courses having two courses per semester can be taken in one semester. Employees requesting three courses or more will be held accountable for the additional cost. Supervisors must approve all courses.)

Enrollment in classes with strict limited space will only be allowed after the closing of regular registration.

- The employee will pay all FEES for the course including, the registration fee, late registration fee, schedule change, add/drop fee, books, materials, and/or any miscellaneous fees. (The College reserves the right to change the fee amounts.)
- The employee must secure the signature of the supervisor to indicate that there is no conflict between the job responsibilities and the class schedule.
- The employee who drops the class or does not complete the course successfully, will still be responsible for paying all FEES for the course including, the registration fee, late registration fee, schedule change, add/drop fee, books, materials, and/or any miscellaneous fees.
- In the event that an individual's employment terminates while the employee or eligible family member is enrolled in course work for which tuition has been waived, the tuition waiver benefit will be prorated in accordance with the calendar and the balance must be paid by the employee.

A supervisor, with the participation of the Human Resources Office, may recommend part-time employees or employees who have not yet completed a year of employment to take tuition free language courses in order to meet the language proficiency requirement for employment.

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

Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.

At the completion of the course, employees shall provide the Human Resources Office a copy of the final grade to be placed in their personnel file.

The employee must comply with the Tuition Waiver Withdrawal process if s/he intends to discontinue the class for any reason.

Employees may contact the Human Resources Office for more information or questions about educational assistance.

Note: tuition waiver benefits may be subject to federal and state income and employment taxes.

► Withdrawal from a Class

Employees who need to withdraw/drop the class for "extraordinary circumstances" will need to comply with following procedures to qualify for the Tuition Waiver.

Personal or employment reasons may cause the employee to withdraw/drop. Documentation must be attached to the tuition waiver form to support the "extraordinary circumstances" (e.g. medical certificate, letter from outside employer, letter from supervisor of change schedule due to departmental need, etc.)

The Tuition Waiver form must be sent to the Human Resources Office.

- The Human Resources Office will request all pertinent information regarding the course from the Registrar's Office such as a copy of attendance record and grade;
- The Human Resources Office will request from the Bursar's Office status of employee's account including charges for books, etc.
- The Human Resources Office will make a recommendation based on the information collected and given to the Dean of Instruction for a final decision.
- The Human Resources Office will notify the pertinent offices of the Dean's decision for final processing: Registrar, Bursar, Financial Aid Office and the employee.

Any cost pertaining to the course such as fees, books, and materials, will be the sole responsibility of the employee.

► Relatives of Employees:

Under the same Eligibility, Conditions & Regulations as above, spouses and children (natural, adopted, step, and children for whom employees have been appointed legal guardian) may have the same education benefits as their employed relative. The child must be considered dependent by IRS standards and not married.

In the event that an individual's employment terminates while the eligible family member is enrolled in course work for which tuition has been waived, the tuition waiver benefit will be prorated in accordance with the calendar, and the balance must be paid by the employee.

Note: tuition waiver benefits for relatives may be subject to federal and state income and employment taxes for the employee.

C. *Job Postings, Promotions and Transfers*

St. Augustine College provides employees with the opportunity to indicate their interest in open positions and to advance within the College according to their credentials, skills, and experience. We believe that career advancement is rewarding for both the employee and the College. We will promote qualified employees to new or vacated positions whenever possible. Any circumstance that might affect a prospective transfer will be discussed with the employee's supervisor.

If you are interested in applying for one of these positions, first notify your supervisor and speak to the person indicated on the notice. To formally apply for a posted job, employees must have a record of satisfactory performance, and must submit an application to the Human Resources Office.

Announcements of full-time, regular position openings are publicized for at least five (5) working days by notices circulated in campus email, posted on the College's main bulletin board and on the College's web site. The College reserves the right to recruit external candidates simultaneously with the internal advertising period.

In general, notices of all regular, full-time job openings are posted, although the College reserves its discretionary right not to post a particular opening. Upon consultation with the Director of Human Resources and the president, a posting may be made only at the departmental level so that the open position may be filled by the promotion of an employee.

The College also encourages employees to identify friends or acquaintances who are interested in employment opportunities and to refer qualified outside applicants for posted positions.

The Human Resources Office is responsible for the recruiting of all non-faculty employees and the posting of all faculty positions. Additional postings, interviews, and recommendations for hiring to faculty positions are conducted through the Office of Academic Affairs in accordance with the St. Augustine College Faculty Manual. This is subject to final review by the Office of Human Resources and approval of the President.

Many of the College's students and constituents speak Spanish as their primary language. Therefore, many positions require that employees be bilingual.

IX. Time Away From Work

A. College Holidays

The College normally observes the following holidays during the year:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day
10. New Year's Eve

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Eligible employees are entitled to receive Holiday pay accordingly upon hiring, including regular full-time/part-time employee. Resident Faculty have paid holidays according to the published Academic Calendar and the individual faculty contracts.

All employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior approval from the supervisor. If an employee is absent on a scheduled workday before or after the holiday due to an illness or injury, the employee must bring a physician's certification to verify the reason for the absence. When a holiday falls during an employee's paid absence, the absence can be extended for that holiday.

When eligible nonexempt employees work on a holiday, they will receive holiday pay plus wages at their straight-time rate for hours worked on the holiday unless overtime provisions apply.

B. Winter Recess

The College is closed for a Winter Recess between semesters, customarily from December 24 through January 1, although the dates may vary. The days within this period that are not holidays or weekend days are paid as normal work days.

C. Vacation

The College grants annual vacations with pay to eligible employees in accordance with the guidelines established below. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees (12 month continuous employment)
- Regular part-time employees (Working 20 hours or more and with 12 month continuous employment)

The established vacation year is the calendar year, January 1 to December 31 each year. Vacations are accrued or earned based on the employee's length of service and on the time worked from the first payroll period in January to the last payroll period in December during the preceding calendar year.

Accruals are made each pay period according to the table below. An employee is not eligible to take accrued vacation during the first calendar year of employment until the employee has successfully completed six months of employment. After six months of employment, an employee may take up to a maximum of five days of accrued vacation in the balance of the calendar year:

D. Vacation Accrual

EMPLOYMENT	HOURS	DAYS
1 st year	3.08 hours	Up to 10.00 days
2 nd – 5 th year	4.62 hours	Up to 15.00 days
6 th year	4.92 hours	Up to 16.00 days
7 th year	5.23 hours	Up to 17.00 days
8 th year	5.54 hours	Up to 18. 00 days
9 th year	5.85 hours	Up to 19.00 days
10 th year ++	6.15 hours	Up to 20.00 days

Any accrued vacation beyond the limits indicated below will be lost on December 31st of the following year. This policy applies to all employees regardless of date of hire.

<i>1st through 4th year of service</i>	<i>5 day limit</i>
<i>5th through 9th years of service</i>	<i>10 day limit</i>
<i>After 10 years of service</i>	<i>15 day limit</i>

The only exceptions are with written approval by the President under special circumstances.

Employees may not take paid vacation until they have actually earned it.

Eligible part-time employees who work at least 20 hours per week are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the vacation accrual year. Part-time employees working less than 20 hours per week and temporary employees are not entitled to receive paid vacation.

Employees on leave of absence do not accrue vacation time while on leave.

Employees who feel there is a discrepancy in the calculation of their vacation pay or eligibility are entitled to request a review of that calculation from their immediate supervisor.

Vacation pay for full-time and part-time employees will consist of the employee's regular rate of pay for the vacation period and generally will be paid on the regularly scheduled payday. Employees who want to receive vacation pay prior to their vacation must submit a written request to the Human Resources Office at least two weeks before the vacation is scheduled to begin.

Employees are asked to submit vacation plans to their supervisor as soon as possible. Management reserves the right to designate when some or all vacations may be taken. Supervisors are responsible for ensuring adequate staffing levels and will attempt to resolve vacation scheduling conflicts based on seniority. However, employees who wish to change their plans after the vacation schedule has been set lose their seniority consideration.

Under special circumstances, employees may receive vacation pay in lieu of time off which must be approved by the President.

When employment is terminated, employees will receive vacation pay for any unused vacation accrued at the time of termination. In case of an employee's untimely death, pay for accrued and unused vacation will be paid in a lump sum to the employee's beneficiary.

If a paid holiday falls within an employee's vacation period, an additional day of vacation may be granted. This additional day can be taken at the beginning or end of the employee's vacation period or at another time during the vacation year, subject to the supervisor's approval.

No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended due to a leave of absence. A leave of absence freezes the vacation benefit until such time as the employee returns to work. Vacation may be taken as part of a leave. In the case of a leave granted under the provisions of the Family Medical Leave Act, all employee benefits except the Health Insurance Plan are frozen.

For eligible non-exempt employees, paid vacation time must be used in minimum increments of one hour. For exempt employees, paid vacation time must be used in minimum increments of one day.

Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives or bonuses.

E. Personal Days

After completing the probationary period, full-time employees only are eligible for up to two paid personal days each year. Personal days are calculated according to the calendar year. Employees whose probationary period ends on or before June 30 are eligible for two personal days. Employees whose probationary period ends after June 30 are eligible for one personal day in the balance of the calendar year.

For eligible non-exempt employees, personal days must be used in minimum increments of one hour. For exempt employees, personal days must be used in minimum increments of one day.

Employees are not paid for unused personal days. Personal days do not carry over from one year to the next, nor may personal days be used in conjunction with sick days unless a physician's certification is submitted for the absence.

F. Sick Days (See Updated Policy on Page 58)

~~Sick leave benefits are intended to provide income protection in the event of an illness or injury, or to obtain a professional medical diagnosis or preventive medical care for the employee or the employee's immediate family as defined by the Family Medical Leave Act. Sick leave may not be used for any other absence.~~

~~Eligible employees include:~~

- ~~• Regular full time and part time employees, only~~

~~Full time employees accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Part time employees will be allowed up to 12 prorated sick days. Sick leave benefits are calculated on the basis of the calendar year. Employees are entitled to use paid sick leave after successfully completing the probationary period.~~

~~Paid sick leave may be used in minimum increments of one hour for eligible non-exempt employees, and one full day for eligible exempt employees.~~

~~Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.~~

~~Illness that occurs during an employee's regularly scheduled vacation or holiday time is not considered eligible for sick day. Sick pay will only be granted the day before or the day after a Holiday, Vacation or a Personal Day if a physician's certification is received for the absence.~~

~~Unused sick leave benefits will be allowed to accumulate until the end of the calendar year. Sick leave does not carry over to the next year. Employees are not paid in lieu of taking the actual time off.~~

~~Employees are not paid for earned but unused sick days upon termination.~~

G. Jury Duty and Witness Leave

The College encourages employees to fulfill their civic responsibilities by serving jury duty or to participate in a court proceeding when summoned. Employees may obtain up to one week of paid jury or witness duty when called. More than one week of leave for jury duty must be approved by the President.

You must provide the Human Resources Office with a copy of the summons within ten days of the date the summons was issued or as soon in advance as practicable thereafter.

Employees must return to work if excused from jury duty during regular working hours.

H. Voting Leave

Our College believes that every employee should have the opportunity to vote in any federal, state, or local election, general primary or special primary. Employees will be granted up to two paid hours off in order to vote.

Notify your supervisor of the need for voting leave at least one day before Election Day. When you return from voting leave, you must present a voter's receipt to your supervisor.

I. Election Judge Leave

Non-exempt employees who choose to be an election judge may be granted unpaid leave on the day of an election or use vacation or personal days. Employees must provide at least 20 days written notice of the need for leave and provide documentation demonstrating the certification and the dates of the requested service.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

J. Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Director of Human Resources and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the College unless military necessity makes this impossible. You must notify the Director of Human Resources of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Human Resources Office.

K. Family Military Leave Act

Eligible employees who are the spouse or parent of a person called to serve over 30 days in the military may take up to 30 days of unpaid family military leave during the military service member's deployment.

To be eligible for family military leave, employees must have been employed by the College for at least 12 months and worked a minimum of 1,250 hours during the 12 month period immediately preceding the start of the leave.

Employees must provide the College with at least 14 days notice for a leave lasting five or more consecutive workdays. For a leave of less than five days, employees must provide the College with as much notice as possible. All vacation and personal leave (but not sick or disability) must be exhausted before this leave is granted.

The College requires certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Additional information regarding this leave may be obtained from the Human Resources Office.

L. Personal Leave of Absence

Under special circumstances, full-time and part-time regular employees and resident faculty who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the President.

A personal leave may not exceed one year during which time no benefits will accrue.

The College makes no guarantee that an employee will be returned to the same or similar position held prior to the leave. For more information about a personal leave of absence, please ask the Director of Human Resources.

During leaves without pay, the insurance coverage of the employee lapses unless the employee elects to pay the premiums during such period under the provisions of COBRA. Arrangements to continue insurance coverage must be made with the Human Resources Office before the leave commences. For more information, contact the Director of Human Resources.

M. Illinois Employee Blood (Bone Marrow or Organ) Donation Leave Act

Employees who have completed six months or more of continuous employment may be eligible, in accordance with Illinois law, to receive up to one hour of paid leave to donate blood and up to two hours to donate platelets every 56 days.

Employees are entitled to up to thirty days of paid organ donation leave in any twelve month period to serve as a bone marrow or organ donor.

Please provide the Director of Human Resources with written verification of the purpose and length of each leave.

For more information regarding this leave, please see the Human Resources Office.

N. School Visitation Rights Act

Non-exempt employees who have completed six months or more of employment are allowed up to eight hours without pay during any school year to attend their child's school conference or classroom activity if such activity cannot be scheduled during non-work hours. Leave may not exceed four hours on any given day. Time taken for the leave may be made up in accordance with the School Visitation Rights Act. All accrued paid vacation, personal leave, and any other leave except sick or disability leave, must be exhausted before this time is granted.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

You must provide at least seven days' advance notice for the time off, except in case of emergency. The leave should be scheduled so as not to disrupt the operations of the College. You must also provide documentation of the school visit within two working days of the leave.

O. Bereavement Leave

Full-time and part-time employees who have completed sixty days or more employment are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.

Additional days may be taken for Bereavement Leave as needed using accrued personal or vacation time.

Resident Faculty must make appropriate accommodations for bereavement leave with the Dean of Instruction.

Requests for bereavement leave should be made to your supervisor as soon as possible. The College reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

P. Education Leave

All full-time and part-time regular employees who have completed one year of employment are eligible for an unpaid education leave of absence to attend College full-time, during which time no benefits will accrue. Education leaves may not exceed one year.

Application for an education leave of absence must be made and approved by the President prior to registration at any other institution of higher education.

The College makes no guarantee that an employee will be returned to the same or similar position held prior to the leave. For more information about an education leave of absence, please ask the Director of Human Resources.

Q. Victim's Security and Safety Act

Employees who are the victims of domestic or sexual violence or have family or household members who are victims of domestic or sexual violence may take unpaid leave up to a total of 12 workweeks during any 12-month period. Such leave must be used to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtain services from a victim services organization for the employee or the employee's family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or,
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

Affected employees must give the College at least two days notice of their intention to take leave for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances where it is not practicable to do so. In such a case, the College will take no action against affected employees if, within a reasonable time after the absence, they provide the College with documentary evidence that their absence was required for any of the above reasons.

The College will hold the information that employees provide to the College in order to request leave in confidence, except to the extent that disclosure is:

- ▶ Requested or consented to in writing by the employee; or,
- ▶ Otherwise required by applicable federal or state law.

Affected employees may elect to use accrued paid or unpaid leave (including family, medical, sick, annual vacation, personal or similar leave) for an equivalent period of leave time.

Leave may be taken intermittently or on a reduced work schedule.

This Act does not create a right for employees to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to unpaid leave time permitted by, the Federal Family and Medical Leave Act.

R. *Federal Family and Medical Leave Act*

Eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon their return to work. In addition, eligible employees may take up to 26 weeks of unpaid family/medical leave within a 12-month period to care for a spouse, child, parent, or next of kin of a “covered service member” of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness. See the director of human resources for further information regarding Military Family Leave entitlements.

To be eligible for family/medical leave, you must have worked for the College for at least 12 months and for at least 1,250 hours in the past 12 months.

Eligible employees may take family/medical leave for any of the following reasons:

- The birth of your child and to care for such child;
- The placement of a child with you for adoption or foster care, and in order to care for the newly placed son or daughter;
- To care for a spouse, child, or parent (“covered relations”) with a serious health condition;
- Because of your own serious health condition that renders you unable to perform an essential function of your position; or,
- For qualifying exigencies arising out of the fact that the employee’s spouse, child, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Any leave due to the birth and care of such child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one year of the date of birth or placement of the child.

If you request leave because of a birth, adoption or foster care placement of a child or to care for a covered relation with a serious health condition, any accrued paid vacation, personal days, or sick days must be used first as part of your family/medical leave.

If you request leave because of your own serious health condition, any accrued paid vacation, personal, or sick days must be used first as part of your family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Also, your family/medical leave may run concurrently with other types of leave.

During an approved family/medical leave, the College will maintain your health benefits under the same terms and conditions applicable to employees not on leave:

- If paid leave is substituted for unpaid family/medical leave, the College will deduct your portion of the health plan premium as a regular payroll deduction.
- If your leave is unpaid, you must pay your portion of the premium by making arrangements with the Director of Human Resources.
- Your health coverage may cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease.

If you elect not to return to work at the end of the leave for at least 30 calendar days, you will be required to reimburse the College for the cost of the premiums paid by the College for maintaining coverage during your unpaid leave unless you cannot return to work because of a serious health condition for which medical certification is received or because of other circumstances beyond your control.

When spouses are employed by this College, they are entitled to a combined total of up to 12 weeks leave: (1) for birth, adoption, or foster care and in order to care for such a child; or (2) to care for a parent with a serious health condition (or 26 weeks if leave to care for a “covered servicemember” with a serious injury or illness is also used). Each individual is entitled to 12 weeks leave because of his or her own serious health condition or to care for the serious health condition of his or her child or spouse without counting leave time taken by the other spouse.

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If the leave is unpaid, the College will adjust your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, the College may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that has equivalent pay and benefits.

You must complete the appropriate family/medical leave forms. These forms are available from the Director of Human Resources.

If your need for family/medical leave is foreseeable, you must give 30 days prior written notice. If this is not possible, you must give notice to the Director of Human Resources as soon as is practicable (within one or two business days of learning about your need for leave). Failure to provide such notice may be grounds for delay of leave. If your need is because of a planned medical treatment, attempt to schedule the treatment to avoid disrupting the College's operations.

- Medical Certification for a Serious Health Condition

If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from the Director of Human Resources. If possible, you should provide a

completed medical certification form within 15 days after you request leave. If you provide at least 30 days notice of your need for medical leave, you should provide the medical certification before your leave begins. If you do not provide the required medical certification in a timely manner, your leave may be delayed until it is provided.

The College, at its expense, may require an examination by a second health care provider designated by the College. If the second health care provider's opinion conflicts with the original medical certification, the College, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The College may require subsequent medical recertification. Failure to provide requested certification within 15 days if such is practical may result in delay of further leave until it is provided.

- Tracking Your Leave

The 12-month period in which leave may be taken is the calendar year.

- Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, contact the Director of Human Resources on a prescheduled basis regarding the status of the leave and your intention to return to work. In addition, you must give written notice as soon as is practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

- Returning To Work

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you must provide a medical fitness-for-duty certification from a certified health care provider that you are able to resume work before you return.

Employees failing to provide a medical certification form will not be permitted to resume work until it is provided.

Certain highly compensated employees or "key employees" may be denied restoration to their prior or equivalent position. Key employees are those salaried employees who are among the highest paid ten percent of employees within 75 miles of the worksite. Denial is based on the following conditions:

- a. The denial is necessary to prevent substantial economic injury to the employer;
- b. The employer has notified the employee of his or her "key" employee status as well as its decision to deny restoration should the leave take place or continue; and,
- c. The employee elects not to return to work after being notified of the employer's decision.

S. Proper Documentation Required and No Work While On Leave

Appropriate documentation for all leaves must be submitted to the Human Resources Office in order to prove eligibility for any leave.

Further, the taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including termination.

X. Safety

A. *Each Employee's Responsibility*

Safety can only be achieved through teamwork at the College. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Human Resources Office of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Human Resources Office.
2. Use, adjust and repair machines and equipment only if you are trained and qualified.
3. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
4. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess; ask the Human Resources Office.
5. Know the locations, contents, and use of first aid and firefighting equipment.
6. Wear personal protective equipment in accordance with the job you are performing.
7. Comply with OSHA standards and/or applicable state job safety and health standards.
8. A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

B. *Care of Equipment*

You are expected to demonstrate proper care when using the College's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor immediately.

C. *Personal Property*

The College is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left unattended.

D. *Emergency procedures*

Warning: Doors may not be locked in stairwells from the inside.

Emergency Student/Faculty/Staff Notification:

In compliance with state and federal law, St. Augustine has set up a system of Emergency Notification to all students, faculty and staff. This system provides immediate notification to the St. Augustine community through your St. Augustine e-mail address, cell phone and land line

contacts (**Note: Verify all places where emergency notification sent**), and posted on the St. Augustine website, any emergency as described below.

Emergency situations:

If you observe a situation that requires an emergency response call 911 immediately for assistance from the Chicago Fire Department, Emergency Medical Services or the Chicago Police Department.

- The addresses to report an emergency situation are:
 - Main Campus: 1345 W. Argyle, Chicago, IL 60640
 - West Town Site: 3255 W. Armitage, Chicago, IL 60647
 - South Town Site: 2610 W. 25th Place, Chicago, IL 60608
 - Southeast Course Location: 11000 S. Ewing, Chicago, IL 60617
- Immediately call 911 in the case of any situation requiring an emergency response.

Notify the Administration at the Main Campus (773-878-8756) or the Site Director at the West or South satellites or the SouthEast course location of any emergency either after calling 911, or directly if immediate assistance is not required.

- Take the following actions as appropriate:

Fire evacuation

Anyone observing or suspecting a fire in any building should immediately:

- a. Pull the fire alarm.
- b. Call 911 to alert the fire department to come immediately. Tell the location clearly.

All students, faculty and staff must immediately evacuate to the parking lot at any St. Augustine building. Child care children must immediately be taken, per federal law, at least 100 yards from the building, which means at least one block.

Supervisors and faculty are expected to assure that all persons in their responsibility have evacuated immediately and are accounted for whenever the fire alarm is sounded.

Communication should be maintained among faculty and supervisors as the situation progresses or the most immediate person in the chain of command issues an “all clear.”

Violent assault (no weapon)

Immediately call 911 whenever a violent assault observed, describing the address and location on campus, the situation you are observing, the features of the perpetrator, and if anyone is hurt or injured.

If reasonable, try to distract the person to stop confrontation, but do not engage in the struggle.

Find a safe place away from the offender as quickly as possible.

Alert everyone in the area to the danger and to exit the area.

If possible after calling 911 and finding a safe location, contact the front office to alert them to the situation and provide assistance as needed.

At West Town get security guard to take charge of situation

Vandalism or property damage

Property damage does not merit risking safety, even if observed

Call 911 and notify the front office, identifying the address and location on campus, the perpetrator and the situation as thoroughly as possible.

Assure that anyone in the vicinity is alerted and evacuates area, and exit yourself.

Active shooter or violent threat

If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first and move to a safe location.

As soon as possible, call 911. Tell the dispatcher your name, address/location, and cell phone number, and describe the situation you are reporting: who, what, when, where, how and why (if known). Is anyone hurt or injured?

If possible, alert others in the immediate area about the current situation.

When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

If the shooter is outside the building or in a hallway, turn off all the lights, close and block the door with desks and chairs. If you can do so safely, get all occupants on the floor, remain silent, silence cell phones, and remain out of the line of fire.

If the shooter is inside your building and it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.

As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.

Medical emergencies

Call 911 and tell the dispatcher the address/location, nature of the medical emergency and your cell phone number and describe the situation you are reporting: who, what, when, where, how and why (if known).

Administer CPR if trained or reach the nearest Respiratory Therapy faculty, Dr. Carlos Ortiz or

Child Care staff, all of whom are CPR trained and can provide emergency assistance.

Remain with the person in distress until Emergency Medical Technicians arrive and provide them with as much information as possible about the person and circumstances.

Contact the front office about the circumstance and action as quickly as possible.

Snow Emergency

A snow emergency is determined by President based upon the forecast or ongoing circumstances like an accumulation.

Elements for consideration are combination of ice, driving conditions are/will be exceptionally hazardous, etc.

The President or his designee will notify snow emergency system for distribution to radio, TV, and website. Once the Emergency Notification System is implemented, messages will be sent to all students, faculty and staff regarding the cancellation.

Options could be cancellation for morning, evening, or both. Customarily, St. Augustine is closed for only one day.

Gas leak or chemical spill

Call 911 immediately if a gas leak is smelled or a chemical spill occurs. If there is a gas leak, the dispatcher will relay a message to the gas company. Be sure to tell the dispatcher the address and location of the gas smell/leak or chemical spill.

Do not touch any chemicals that have been spilled or attempt to clean up. Rather, keep everyone away, and be sure that no one places a spark or fire source near a gas leak or chemical spill.

Evacuate everyone in the immediate vicinity of any gas leak or chemical spill and assist in alerting everyone in the building if a gas leak threatens the safety of students, faculty and staff beyond the immediate vicinity.

Power outage

If there is a power outage, wait 30 minutes before dismissing if it is still daylight.

Dismiss in 15 minutes if it is after dark (Emergency lights in hallways allow for student/faculty to evacuate outside classrooms to wait for a reasonable amount of time)

Administrative office will check with ComEd for a status report on restoration of power. However, the estimate from ComEd can be more extended than actual restoration. So please hold students for at least 15 minutes if possible before dismissing.

Heat outage

Heat loss usually takes up to 12 hours, and, therefore, advanced notice will be provided to all faculty, staff, and students through the new Emergency Notification System if a heat outage of more than 6 hours is anticipated. Please do not dismiss classes if the heat has gone out during

class as the temperature will not drop sufficiently in the three hours of class to justify dismissal.

A notice will also be posted on the Chicago message system about any heat outage or water main breakage that results in closing the College. These are the messages that are scrolled across TV screens and announced on the radio.

Tornado Watch/Warning

A tornado warning will trigger surveillance as to the direction and intensity of an anticipated tornado to prepare for a possible evacuation.

Evacuation will immediately be ordered and the fire alarm system will be activated if the Chicago Fire Department sirens are sounded or a tornado warning has been issued by the National Weather Service for the any campus location.

Evacuation is expected to the 1st floor hallways in all buildings.

Supervisors and faculty are expected to assure that all persons in their responsibility have evacuated and are accounted for.

Evacuation drills

The Child Care students must practice a fire drill at least once a month.

Faculty and supervisors are asked to be sure that those under his or her responsibility know the location of the nearest exit at the beginning of each course.

If a fire alarm is sounded, it is the responsibility of the faculty and staff to assure that everyone leaves the building immediately and that all within their class or area have evacuated.

E. Workplace Violence Prevention

The College is committed to preventing workplace violence and to maintaining a safe work environment. If you receive or overhear any threatening communications from an employee or outside third party, report it to the Human Resources Office immediately. All reports of work-related threats will be investigated and documented by the Human Resources Office. Employees are expected to report and participate in an investigation of any suspected or actual cases of threatening communications and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the College's investigation, may result in disciplinary action, up to and including termination.

F. Workplace Searches

To protect the property and to ensure the safety of all students and staff of the College, the College reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the College, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the College.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including termination.

G. Hazard Communication Program

The College may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in the maintenance department.

H. Concealed Weapons

Possession, use or sale of weapons, firearms or explosives on work premises, while operating College machinery, equipment or vehicles for work-related purposes or while engaged in College business off premises is forbidden except where expressly authorized by the College and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Director of Human Resources immediately.

Violations of this policy will result in disciplinary action, up to and including termination.

XI. Parking

Free parking facilities are available to employees, students, and visitors at each St. Augustine site on a first-come first-serve basis. The College is not responsible for loss, damage or theft of your vehicle or anything in your vehicle; therefore, we suggest that you lock your car doors.

XII. Receipt of Human Resources Policy Manual and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the St. Augustine College Human Resources Policy Manual and I understand that it contains information about the employment policies and practices of the College. I agree to read and comply with this Human Resources Policy Manual. I understand that the policies outlined in this Human Resources Policy Manual are management guidelines only, which in a developing business will require changes from time to time. I understand that the College retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the College. I understand that this Human Resources Policy Manual supersedes and replaces any and all prior Human Resources Policy Manuals and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the president of the College in a signed written contract, the College reserves the right to revise, delete and add to the provisions of this Human Resources Policy Manual at any time without further notice. All such revisions, deletions or additions to the Human Resources Policy Manual will be in writing and will be signed by the president of the College. I understand that no oral statements or representations can change the provisions of this Human Resources Policy Manual.

I understand that this Human Resources Policy Manual is not intended to create contractual obligations with respect to any matters it covers and that the Human Resources Policy Manual does not create a contract guaranteeing that I will be employed for any specific time period.

The College is an at-will employer. This means that regardless of any provision in this Human Resources Policy Manual, the College or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Policy Manual or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the College is authorized to enter into an agreement—express or implied—with me or any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the president of the College.

I understand that this Human Resources Policy Manual refers to current benefit plans maintained by the College and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with this Human Resources Policy Manual, the written contract is controlling.

I understand that as an accommodation to Spanish speaking staff, this manual is translated into Spanish, which is available upon request. However, if there are any ambiguities or inconsistencies created by the translation, the English version controls.

If I have questions regarding the content or interpretation of this Human Resources Policy Manual, I will ask the Director of Human Resources or a member of management.

NAME _____ DATE _____

EMPLOYEE
SIGNATURE _____

A. Sick Days

Sick leave benefits are intended to provide income protection in the event of an illness or injury, or to obtain a professional medical diagnosis, or to attend a medical or preventive medical care appointment for the employee or the employee's spouse, sibling, child, parent, parent in-law, grandchild and grandparent. Sick leave may not be used for any other absence.

Eligible employees include:

- Regular full-time and regular part-time employees
- Full-time Faculty

Full-time regular employees accrue sick leave benefits at the rate of twelve (12) days per year (one (1) day for every full month of service). Full-time faculty receive ten (10) sick days per year. Regular part-time employees will be allowed up to twelve (12) prorated sick days. In no case, shall any employee working at least eighty (80) hours within any four-month period qualify for less than five (5) days of paid sick leave per year. Sick leave benefits are calculated on the basis of the calendar year. Employees are entitled to use paid sick leave after successfully completing the probationary period. Paid sick leave may be used in minimum increments of one (1) hour for eligible non-exempt employees, and one (1) full day for eligible exempt employees, which includes full-time faculty

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

Illness that occurs during an employee's regularly scheduled vacation or holiday time is not considered eligible for sick day. Sick pay will only be granted the day before or the day after a Holiday, Vacation or a Personal Day if a physician's certification is received for the absence.

Unused sick leave benefits will be allowed to accumulate until the end of the calendar year. Employees are permitted to carry over up to twenty (20) hours of unused paid sick leave from year to year to be used for sick days under this Policy. Employees may carry over an additional twenty (20) hours of unused paid sick leave from year to year to be used exclusively for Family and Medical Leave purposes. Employees are not paid in lieu of taking the actual time off.

Employees are not paid for earned but unused sick days upon termination.