

*Challenging the mind. Inspiring the soul.*

**LAGRANGE**  
COLLEGE

# ***STAFF HANDBOOK***

*LAGRANGE COLLEGE  
STAFF HANDBOOK*

This *Handbook* replaces and supersedes any previous employee handbook published and issued by the College. The recipient is responsible for reading and understanding its contents, including any updates.

ISSUED TO: \_\_\_\_\_

I hereby acknowledge that I received a copy of the *LaGrange College Staff Handbook* and will read and comply with the provisions contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A signed copy of this page will be placed in the employee's personnel file.

# ***TABLE OF CONTENTS***

	<b>Page</b>
Purpose of Handbook	5
Mission Statement	6
Strategic Plan	7
Organization and Administration	
Accreditation and Degrees	8
Board of Trustees	8
President	9
Cabinet	9
Vice President for Academic Affairs and Dean	9
Executive Vice President for Administration	10
Vice President for Advancement	10
Vice President and Dean for Student Life and Retention	11
Vice President for Enrollment Management	11
Chaplain	11
Director of Institutional Research and Planning	12
Institutional Planning Council	12
Administrative Council	12
Staff Council	12
Policies and Procedures	
Absences	13
Academic Calendar	13
Americans with Disabilities Act	13
Bereavement Leave	14
Bookstore	14
Budget Cycle	14
Callaway Gardens	15
Campus Mail	15
Cell Phone Acquisition	15
Cell Phone and Pager Usage	15
College Publications	15
Confidentiality of Records	15
Conflicts of Interest	16
Copy Center	16
Dental Insurance	16

Drug-Free Workplace	16
Emergencies or Crimes on Campus	16
Employee Classification	17
Employee Identification Cards	17
Employee Records	17
Facilities Scheduling	17
Family Medical Leave (FMLA)	17
Flexible Benefits Plan “Cafeteria Plan” Section 125	18
Food Services	18
Fund Raising Activities	18
Health Insurance	18
Hiring Process	18
Holidays	19
Jury Duty	19
Keys	19
Leave of Absence	19
Library	19
Life Insurance	20
Loan Funds	20
Long-Term Disability Insurance	20
Maintenance, Housekeeping, and Grounds	20
Maternity/Paternity Leave	20
Military Leave	21
Natorium	21
Non-Discrimination Statement	21
Office Hours	21
Office Supplies	21
Other Employment	21
Overtime and Compensatory Time Off	22
Parking	22
Payment of Salaries	22
Personal Use of Telephones, Computers, Copiers, Etc.	22
Personal Appearance and Dress Code	22
Posting and Promotion	24
Probationary Period	24
Promotions and Transfers	24
Rest Periods	24
Retirement Plans	24
Salary Increments	25
Security	25
Sexual Harassment	25
Shared Sick Leave	28
Sick Leave	28
Smoking Policy	28

Staff Evaluations	28
Travel	28
Tuition Remission for Employees and Dependents	29
Vacation	29
Weight Rooms	30
Weapons	30
Workers' Compensation	30
Workplace Safety	30

## **Purpose of the Handbook**

The *LaGrange College Staff Handbook* provides information concerning the College's organizational structure and the procedures the College has adopted to carry out its mission. The *Staff Handbook* contains general statements of College policy, but should not be read as including the specific details of each policy. It is not intended to be all-inclusive, and should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. LaGrange College reserves the right to interpret, change, alter, suspend and cancel all policies and practices without advance notice. The College will periodically update the *Staff Handbook*, but there will be times when policy will change before material in the *Staff Handbook* is revised.

Nothing contained in the *Staff Handbook* should be construed as a contract or guarantee of continued employment. All staff employees of the College are hired on an at-will basis for no specific term of employment, and the College reserves the right to terminate the relationship at any time.

The College is an equal employment opportunity employer. No person may be unlawfully discriminated against in employment because of race, color, religion, gender, age, sexual orientation, national orientation, disability or veteran status.

The office of Human Resources is responsible for revision of the *Staff Handbook* and for the interpretation of statements made in it.

## **Mission Statement**

LaGrange College, established in 1831, is owned by the North Georgia Conference of the United Methodist Church. LaGrange College is proud of this relationship and believes that its mission is an extension of the work of the United Methodist Church. LaGrange College is committed to the free, uninhibited pursuit of truth. Academic freedom and free expression of faculty and students are integral to the LaGrange College ethos.

LaGrange College is committed to challenging the minds and inspiring the souls of students by improving their creative, critical and communicative abilities. Faculty recognize the part they play in a student's development by serving as mentors and role models. The total LaGrange College program--curricular and co-curricular--is designed to challenge and support students as they deal with fundamental issues of self, world and God.

The principal curricular means by which the College assists students in the improving of their creative, critical and communicative abilities are an interdisciplinary, technologically sophisticated liberal arts program (A.A., B.A., B.S.,B.M.), professional program in business (B.B.A.), nursing (B.S.N.) and education (B.A., M.Ed., M.A.T.) The principal co-curricular means is through a comprehensive program of student life and athletics.

LaGrange College strives to be a caring and ethical community. The hallmark of the LaGrange College community is the quest for civility, diversity, service and excellence.

This mission statement was approved by the faculty and Board of Trustees in 1997, and reaffirmed by the Board of Trustees in 2000.

## Strategic Plan

The College recently acknowledged its success against the goals and objectives articulated in the 2001 planning document, "Gateway to Excellence." These accomplishments moved the institution far down the road toward its vision that remains: LaGrange College is committed to being the premier private college of the liberal arts and sciences in Georgia.

The current plan, endorsed by the Board of Trustees at its April 2004 meeting, builds on these accomplishments and embraces the principles of mission driven, vision inspired, inclusion, interdependency and simplicity. The College also better recognizes the dynamic nature of planning and therefore continuously modifies the plan's objectives and action steps while remaining committed to identified institutional goals.

Throughout the 2003-2004 academic year, various components and constituents of the College assembled to envision the next set of goals that would most effectively move the College toward its vision. The three goals that emerged from this effort are:

Enrollment: The College will promote the enrollment of an academically strengthened student body approaching 1,200 by Fall 2008.

Curriculum: The College will foster a more rigorous and challenging academic community characterized by exemplary student achievement, undergraduate research and faculty scholarship.

Library: The College will secure funding and construct a new library sufficient to meet the needs of a growing institution and support the rising academic expectations of its faculty and student body.

Under each of these enduring goals, many individuals in the College are continuously refining the means (objectives and action steps) by which they are to be accomplished. The Institutional Planning Council with the guidance of the Director of Institutional Research and Planning continues in its role as steward of the Plan and routinely requests updates from appropriate offices and personnel as it monitors the College's progress toward the attainment of the three goals stated above.

## **Organization and Administration**

### **Accreditation and Degrees**

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the degrees of Associate of Arts, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Business Administration, Bachelor of Science in Nursing, Master of Education and Master of Arts in Teaching.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges and Universities and the Georgia Foundation for Independent Colleges.

The Georgia Professional Standards Commission, which confers professional certificates upon College graduates meeting requirements in early childhood, middle grades or secondary education, has awarded highest approval to LaGrange College's program of teacher education.

The Bachelor of Science in Nursing program is accredited by the National League for Nursing.

The undergraduate in business administration is accredited by the Association of Collegiate Business Schools and Programs.

### **Board of Trustees**

Ultimate authority for LaGrange College is vested in a board of trustees of up to thirty-six members and eight ex-officio members. The membership is self-perpetuating, and all nominees are confirmed by the North Georgia Conference of the United Methodist Church before becoming active. The President, the Vice President for Academic Affairs and Dean, Executive Vice President for Administration, Vice President for Advancement, Vice President and Dean for Student Life and Retention, Vice President for Enrollment Management, Controller, and a tenured faculty member elected by the faculty for a three-year term, serve as consultants to the Board of Trustees. The elected faculty member cannot succeed himself/herself.

The Board of Trustees establishes the basic policies of the College, but does not participate in administrative management. It sets the budget and provides funds for capital development by gifts and solicitations, planning for long-range campus development, and administering investments. The Board operates under a charter and by-laws and meets semi-annually during the fall and spring.

The Executive Committee meets three times per year, with called meetings scheduled as necessary. The following standing committees meet on call: Academic Affairs, Audit, Finance, Buildings and Grounds, Development, Investment, Nominating, Student Affairs, and Presidential Review.

## **President**

The President is the principal executive officer of the College, responsible to the Board of Trustees. The President presides over official meetings of the faculty, administration and student body. The President's duties also involve relations with various constituencies on and off campus, including other members of the administration, faculty, staff and student body, as well as with the United Methodist Church, educational associations, parents, alumni and the general public. The President has a major responsibility in institutional development and finance. The President sets the agenda for sessions of the Executive Committee and the Board of Trustees. The President has the final responsibility for the implementation of College policy, the selection and continuance of all personnel, and College operation. The President may dismiss students for breach of College conduct codes or failure to meet academic standards. The President confers College degrees and serves as *ex officio* vice chairman of the Board of Trustees.

The original 1831 charter (under which the College still operates) stipulates that the Trustees appoint a principal (president) who "shall have the right and power to appoint assistants, (to) prescribe a course of studies, to make and enforce all such laws as the internal policy of the institute may require, (to) establish a rate of tuition, (to) adjust expenses, and (to) adopt such regulations as the good of the institution may require."

## **Cabinet**

Members of the Cabinet responsible directly to the President are: Vice President for Academic Affairs and Dean, Vice President for Administration, Vice President for Advancement, Vice President and Dean for Student Life and Retention, and the Chaplain. Other administrative officers when called upon by the President participate in decisions of the Cabinet. The Cabinet usually meets weekly.

## **Vice President for Academic Affairs and Dean**

The Vice President for Academic Affairs and Dean is a faculty member and serves as chair of the faculty. The Dean is ordinarily called on by the President to preside over faculty meetings. The Dean also presides over sessions of the Academic Advisory Council.

The Vice President for Academic Affairs and Dean has a major responsibility in the selection of the faculty members in consultation with appropriate members of the faculty. The Dean sets the annual calendar and supervises the scheduling of preschool planning sessions and academic orientation of students. The Dean has the responsibility for assigning faculty members and determining teaching responsibilities, consistent with the approved curriculum of the College. He/she is responsible for the academic part of a student's orientation to the College and for the implementation of a faculty advising program for students. The Dean is responsible, with the Academic Advisory Council, for the academic information in the *LaGrange College Bulletin* and is the editor of the *Bulletin* although the Dean may hire a member of the faculty to assist with these editorial duties. The Dean also works with appropriate committees of the faculty in reviewing and evaluating curricula. The Dean cooperates with other personnel in the establishment of special committees and is responsible for special programs of an academic nature. He/she is the chief counselor to the members of the faculty who are responsible to the Dean for effective performance in keeping with the aims of the College. The Dean has the ultimate responsibility to see that students meet the academic requirements of the institution for admission, advancement and graduation. The Dean recommends the dismissal of students for failure to meet academic standards. The academic status of any student is determined by the Dean. The Dean serves as a consultant to the Board of Trustees and is responsible for effecting a program for faculty development.

### **Vice President for Administration**

The Executive Vice President for Administration is the chief financial officer, serves as Treasurer of the Board of Trustees, and is responsible for the business, financial, human resources, physical facilities and auxiliary operations of the College. Responsibilities include strategic financial planning and oversight of the operational and capital budgets of the College, all internal and external financial reporting, cash management, accounting, endowment management, capital construction and oversight of the College's maintenance, food service and bookstore. The Executive Vice President serves as an advisor to the Audit, Buildings and Grounds, Finance, Investment, and Presidential Review Committees of the Board.

### **Vice President for Advancement**

The Vice President for Advancement, working closely with the President, trustees, council members, administrative colleagues, faculty, staff and the United Methodist Church, develops programs and activities designed to enhance the College's image and reputation among internal and external constituencies to increase its endowment, to supply resources for needed academic projects, and to upgrade physical facilities. In providing leadership for the College's overall advancement effort, the Vice President is responsible for planned and deferred giving, alumni and parent relations, capital funds drives, special needs initiatives, foundation and corporation solicitations, the Annual Loyalty Fund in conjunction with the Alumni Office, and

communications and marketing for the College. The Vice President for Advancement works with the Leadership Council and the Development Committee of the Board.

### **Vice President and Dean for Student Life and Retention**

The Vice President and Dean for Student Life and Retention is responsible for the quality of student life outside the classroom. This includes housing, health services and recreation activities, including athletics, counseling, discipline, security, cultural enrichment opportunities and support services including career planning and placement and retention. The Vice President supervises the Dean of Students, the counselors, the resident staff, the athletic director, security officers, student officers and representatives. The Vice President acts as student advocate and serves as a liaison between students and members of the faculty, administration and staff. The Vice President gives special attention to the retention of students with the aim of helping the College to increase significantly its persistence rate. The Vice President works with the Student Affairs Committee of the Board, sets the non-academic phases of programs for student orientation and special-day observances, and is responsible for the production of the *Student Handbook and Panther Planner*.

### **Chaplain**

The LaGrange College Chaplain is an ordained United Methodist minister who gives leadership to the religious life of the College. This person has responsibility for caring for the pastoral needs of students, staff and faculty. In addition to the numerous individual encounters with LaGrange College community members, the Chaplain is responsible for the coordination of worship, the Wesley Fellowship group, the interfaith religious group and certain volunteer service opportunities.

### **Institutional Planning Council**

The Institutional Planning Council is charged with the development, documentation and communication to the College community and its constituencies of the College-wide planning and assessment process; guidance and support of the implementation of the process in all units of the College; provision of assistance to units of the College; and evaluation of the effectiveness process. Individuals serving on the Council presently include members of the Academic Advisory Council, the Cabinet, the Controller, the Director of Financial Aid, the Director of Admission, the Registrar, the President of the Student Government Association, a representative from the Administrative Council, a representative from the Staff Council and a representative from the Leadership Council. Members are appointed by the President.

### **Administrative Council**

The Administrative Council is composed of mid-level administrators of the College who meet monthly to improve communication within the College. Leaders of the Administrative Council are appointed by the President.

### **Staff Council**

The Staff Council is composed of all support staff members of the College. The Staff Council meets monthly and organizes meetings around topics of interest to the group. Leadership of the Staff Council is elected by the group.

## **POLICIES AND PROCEDURES**

**In some instances, the information that follows is a summary of a policy printed in another College publication. For full text and additional policies, procedures and information, consult all official College publications, Faculty Handbook, Student Handbook, the College's Bulletin or contact Human Resources for questions and specific policy information.**

### **Absences**

An employee's immediate supervisor should be notified as early as possible, but no later than the beginning of the work period and each day thereafter, unless otherwise approved, if the employee will be absent from work. An absence of three or more consecutive working days without notification may be cause for separation without notice.

### **Academic Calendar**

LaGrange College operates according to a 4-1-4 academic calendar.

The Evening College Program at LaGrange College operates on a quarter system utilizing nine-week terms in the fall, winter and spring. In addition to these terms, the Evening College Program offers courses during the summer session.

LaGrange College at Albany operates on a year-long instructional calendar with breaks at Easter, the Fourth of July, Thanksgiving and Christmas.

### **Americans with Disabilities Act**

The Americans with Disabilities Act provides certain rights to employees and certain obligations by employers for specific disabilities. The College will meet its obligations under this act. There are certain necessary steps that an employee with an included disability must take: the providing of medical documentation concerning the nature and extent of the disability, and the initiation of an open and meaningful dialog regarding feasible and effective ways to address the disability. That documentation should be provided to, and that dialog initiated with, the Executive Vice President for Administration.

## **Bereavement Leave**

In the event of the death of an immediate family member, regular employees are entitled to up to three consecutive days of bereavement leave. Regular employees may be absent one regularly scheduled working day in the case of the death of other family members outside the immediate family. Time off for other deaths will be charged against accrued vacation or leave without pay.

## **Bookstore**

The College operates the LaGrange College Bookstore on campus. Employees receive a discount at the facility.

## **Budget Cycle**

### **October**

Review audit from PFY, fall enrollment for CFY and develop parameters for tentative budget for next FY.

### **November**

Communicate budget parameters for tentative budget for next FY to campus community and solicit input.

### **January**

Compile budget requests for first draft review of tentative budget by Cabinet.

### **February**

Revise based on Cabinet review and forward to IPC. Revise based on IPC and forward to Executive Committee for salary approvals and tuition rates.

### **April**

Revise based on current information and review tentative budget with Board.

### **June**

Release tentative operating budgets to campus community.

### **September**

Revise tentative budget based on actual fall enrollment.

### **October**

Present revised budget to Board for approval as official budget. Release official budgets to campus community.

The Finance Committee of the Board of Trustees regularly evaluates the budget planning process.

## **Callaway Gardens**

The College provides all regular employees with an annual corporate membership to Callaway Gardens.

## **Campus Mail**

Postal services are provided for members of the administration, faculty, staff and students through assigned post office boxes. Hours of operation are 8 a.m. until 5 p.m. with the last mail leaving the campus at 4 p.m.

## **Cell Phone Acquisition**

Individual departments, with the approval of the appropriate Vice President, may issue cell phones to staff members if it is deemed necessary to support College business. Requests for cellular phone service must be submitted to the Business Office. All cell phones are to be used to conduct the work of the College, and any use that interferes with this purpose is prohibited. Although personal use is not prohibited, the College expects employees to exercise prudent judgment in keeping personal calls to a minimum.

## **Cell Phone and Pager Usage**

The use of cell phones and /or pagers must not disrupt the functions of the College. Devices must be off or ringers silenced in classes, laboratories, the library, study spaces, and other academic settings and during plays, concerts, lectures and College ceremonies.

## **College Publications**

All official publications of the College, such as admission materials, bulletins, advancement materials and similar items will be reviewed prior to publication by the Director of Communications and Marketing for consistency in design and appearance.

## **Confidentiality of Records**

In the keeping and use of student records, members of the faculty, administration and staff must comply with the Family Educational Rights and Privacy Act of 1974, HIPAA Privacy Rules and other pertinent laws.

## **Conflicts of Interest**

Employees are not permitted to accept extraordinary gifts, entertainment or any other personal favors from any individual or firm that supplies or seeks to supply any materials or services to the College.

## **Copy Center**

Copying and bulk mailing services are available through the Center. The Center owns all copiers on campus and provides all supplies, including paper, for the machines.

## **Dental Insurance**

Through a self-insured dental plan, the College provides employees with individual coverage at a provider of the employee's choice. Dependent coverage is available through payroll deduction. More information is available through the Human Resources office.

## **Drug-Free Workplace**

The College maintains a drug-free workplace as required by the **Drug-Free Workplace Act of 1988**.

Employees who violate this prohibition shall be terminated. The termination process will be instituted by the College within 30 days after an employee is found guilty of a drug-related violation.

It is the responsibility of any employee convicted of a violation of this policy to notify the College no later than five days after such a conviction. Upon conviction and termination, the U.S. Department of Education will be notified concerning the conviction and the action taken by the College.

By accepting or continuing employment at LaGrange College, an employee agrees to abide by the terms of this policy.

## **Emergencies or Crimes on Campus**

All emergency situations involving a medical emergency, a fire, or a crime in progress should be reported immediately to 911. Be prepared to identify yourself, state your location and the nature of the call.

## **Employee Classification**

Staff of the College are employees involved in non-teaching activities. Administrative staff are typically exempt employees at the director or higher level and are members of the Administrative Council. Other staff members are classified as support staff, are typically non-exempt and are members of the Staff Council. Either administrative or support staff may be regular or temporary staff members.

A regular staff member is one who works in a position that is expected to continue indefinitely. However, regular positions are “at will” with no guarantee of continued employment.

Temporary staff members are “at will” employees who work on a temporary basis, normally on fixed, short-term assignments of less than six months.

## **Employee Identification Cards**

All employees can obtain identification cards through the Office of Student Development. The cards may be required for admission to certain College facilities, bookstore discounts and library services.

## **Employee Records**

Staff job applications, resumes, benefit records, evaluations, salary increment notifications and all other information relating to employment at the College are maintained in the employee's personnel file in the Human Resource office.

## **Facilities Scheduling**

Campus Services is responsible for coordinating room and set-up requests, including food requests, for both on-campus and off-campus groups for all campus facilities.

## **Family Medical Leave (FMLA)**

A regular employee who has been employed at the College for a minimum of twelve months and worked 1,250 hours or more during the previous twelve months is eligible for FMLA. Qualified employees are eligible for up to 12 weeks of unpaid leave per year for the birth, adoption or foster care placement of a child; for care of a spouse or an immediate family member with a serious health condition; or for the employee's own care in the case of a serious health condition. This leave will run concurrently with any paid leave used by the employee in conjunction with the specified situation.

## **Flexible Benefits Plan “Cafeteria Plan” Section 125**

The Section 125 Flexible Benefits Plan makes available tax-exempt benefits for childcare reimbursement, medical reimbursement, College-sponsored life insurance premium reimbursement (up to \$50,000), and premium conversion for health and dental insurance premiums paid for by the employee. In addition, a variety of optional benefits are available for the employee’s purchase. More information is available through the Human Resources office.

## **Food Services**

LaGrange College's Margaret Adger Pitts Dining Hall is operated by ARAMARK Food Service. Members of the administration, faculty, staff and their families may dine in the College Dining Hall at a discounted rate.

## **Fund Raising Activities**

All solicitation of gifts must be conducted by or coordinated through the Development Office. All donations to the College must be received by, and all charitable gift receipts must be issued through the Advancement Office.

## **Health Insurance**

Health insurance for regular College employees is provided through self-funded PPO plans. An employee chooses from the available options which plan best meets the employee’s needs. The co-pays, deductibles and out-of-pocket vary among plans. Dependent coverage is available through payroll deduction. More information is available through the Human Resources Office.

In addition, regular, full-time employees may receive treatment for minor illnesses or injuries at the Coleman Health Center for a minimal co-pay per visit.

## **Hiring Process**

Requests to fill vacant or new positions are forwarded to the Human Resources Office. Approved open staff positions are then posted outside the Human Resources Office, resumes are received by that office and appropriate referrals made. Newspaper ads may run concurrently with internal postings.

## **Holidays**

Regular full-time and part-time employees scheduled to work when a holiday occurs are paid for the following 10.5 holidays recognized by the College: New Year's Day, Martin Luther King Day, Good Friday (half day), Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days) and Christmas (3 days).

When Christmas falls on Monday, the College will observe Christmas Day, the previous Friday and the Tuesday following Christmas as holidays. When Christmas falls on a Tuesday, Wednesday or Thursday, the College will observe Christmas Eve, Christmas Day and the day following Christmas as holidays. When Christmas falls on Friday, the College will observe Christmas Eve, Christmas Day and the following Monday as holidays. When Christmas falls on Saturday, the College will observe Christmas Eve, the previous Thursday and the Monday following Christmas as holidays. When Christmas falls on Sunday, the College will observe the Friday before Christmas and the Monday and Tuesday following Christmas as holidays.

## **Jury Duty**

Regular employees will receive regular earnings during absences for jury duty.

## **Keys**

An employee is responsible for safekeeping for any key(s) issued for College facilities or equipment. The employee must return the key(s) upon termination or request by the College.

## **Leave of Absence**

Under extreme circumstances and when the leave is in the best interest of the regular employee and the College, an unpaid leave of absence, with the length of the leave to be determined by the College, may be granted. All earned sick and vacation leaves must be exhausted before taking unpaid leave. Requests for leave, outlining the reason for and duration of the leave, should be submitted in writing to the employee's supervisor. The appropriate Vice President and Executive Vice President for Administration will review the request and make a determination. If applicable, the leave will run concurrently with any FMLA leave.

## **Library**

Regular employees are encouraged to use the materials, services and facilities of the Library. Books and other appropriate resources may be checked out with an employee ID card.

## **Life Insurance**

Coverage equal to 1.5 times the employee's base salary, up to a maximum of \$200,000, is required for employees participating in the health insurance program. In addition, every employee covered under the College's health insurance policy is provided with a \$15,000 life insurance policy.

## **Loan Funds**

Funds for computer purchases and down payments on homes may be available to qualified, regular, full-time employees. Information is available from the Controller of the College.

## **Long-Term Disability Insurance**

The College provides full-time, regular employees a long-term disability policy. Elimination period for becoming eligible for benefits under the policy is 90 days.

## **Maintenance, Housekeeping, and Grounds**

The maintenance, housekeeping and grounds operations of the College are contracted with National Management Resources Corporation.

## **Maternity/Paternity Leave**

A regular employee of the College may qualify for maternity/paternity leave of 12 weeks or 60 days under the provisions of FMLA. Regular employees who do not qualify for FMLA leave may be granted up to 6 weeks of maternity/paternity leave at the discretion of the College. Maternity/paternity leave may be paid or unpaid based on the employee's available sick and vacation leave. The employee must exhaust sick and vacation leaves before taking unpaid leave. Regular employees who are on maternity leave, have exhausted their sick and vacation leaves, and have medically certified need for additional sick leave may apply for shared sick leave under the current College policy. Any FMLA leave runs concurrently with paid leave. See also Family Medical Leave.

## **Military Leave**

For either annual military or emergency duty leave, a regular employee will be relieved of College responsibilities to serve without loss of regular compensation or vacation leave for a period not to exceed ten working days in any calendar year. The employee's benefits will be continued during this period.

## **Natatorium**

A natatorium membership is available for all employees. Contact the Pool Operations Manager for further information.

## **Non-Discrimination Statement**

LaGrange College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national orientation, disability or veteran status.

## **Office Hours**

Campus offices are open from 8 a.m. until 5 p.m., Monday through Friday with the exception of official holidays.

## **Office Supplies**

Office supplies are available through the Bookstore and a variety of vendors. Contact the Business Office for further information.

## **Other Employment**

An employee's outside employment shall not conflict with hours of scheduled work, including requested overtime. Nor shall it conflict with the employee's job responsibilities or affect the employee's ability to perform satisfactorily. Outside employment shall not cause the employee to arrive late or leave early. An employee cannot directly or indirectly maintain or engage in an outside business or financial interest that conflicts with the interests or principles of the College.

## **Overtime and Compensatory Time Off**

Non-exempt employees are paid time and one-half for all hours worked over 40 hours in one work week. All overtime must be approved by the immediate supervisor prior to working. An employee may not be granted time off during a future work period in lieu of compensation for hours worked in excess of forty per week. Any time off without pay must be taken during the same work period.

Exempt employees are not entitled to either overtime pay or compensatory time off.

## **Parking**

Parking areas for the administration, faculty, staff and students are designated by the office of the Vice President and Dean for Student Life and Retention. Parking permits must be obtained from the Office of Student Development.

## **Payment of Salaries**

Employees may elect to be paid once monthly on the 30<sup>th</sup> of the month, or twice monthly on the 15<sup>th</sup> and 30<sup>th</sup>. Choice of payment schedule is made annually and remains in effect for an entire year. Employees may select either paper paychecks or electronic deposits of their earnings. Deductions for each pay period will include social security, federal and state income tax, and may include retirement, group insurance plans, donations, loan payments or any other employee-designated deductions.

## **Personal Use of Telephones, Computers, Copiers, Etc.**

College equipment, including but not limited to, telephones, copiers, computers and fax machines are to be used to conduct the work of the College and any use that interferes with this purpose is prohibited. Employees are expected to use good judgment in limiting the number of personal copies and personal telephone calls made or received. Any long-distance calls or personal copies made using College equipment will be at the personal expense of the employee.

## **Personal Appearance and Dress Code**

All LaGrange College employees should project a professional and welcoming image to the students, parents and customers with whom they interact. One aspect of our image is clothing. Employees are expected to dress in a manner appropriate to their type of work along with maintaining personal cleanliness and hygiene, avoiding excessive use of perfume and cologne. Because of this, LaGrange College has developed guidelines for proper dress in the work environment.

The final decision on what to wear and what is appropriate is the responsibility of each supervisor. Supervisors will use their judgment regarding a variance to the dress code policy. If a supervisor feels an employee is dressed inappropriately, he/she may ask the employee to avoid wearing inappropriate apparel in the future or may ask the employee to leave work and change clothing. Time away from work for this purpose would be applied as vacation.

In some departments and jobs, we will observe **business attire** during the Academic year (Opening Session - Commencement). Acceptable business attire includes business slacks, blazers, collared shirts, business suits, pants suits, blouses and skirts, blouses and pants, sweaters and business-type dresses and appropriate business type shoes (ladies sandals are acceptable). All apparel must be designed in styles and fabrics appropriate for business hours.

Due to the nature of the work in some departments and/or occasional type of work performed, business attire may not be appropriate and required. In those cases, the policy will be **business casual**. And, for employees required to wear business attire during the academic year, in those areas during the summer (day after Commencement – Opening Session) the policy will also be **business casual attire** as approved by the supervisor. The schedule of events, activities, visitors to campus and an employee's assigned department/job function may dictate a need to wear business attire vs. business casual. Acceptable business casual attire includes cropped slacks, Gaucho pants, dress slacks, dress shirts, collar shirts, blouses and dresses/skirts (no more than 3 inches above the knee) blazers and sports coats and sandals. Unacceptable business casual attire includes jeans (any color and style) casual athletic attire such as sweat suits, miniskirts, sundresses, spandex, leggings, low-cut or tight clinging attire, athletic shoes, flip flops, shorts, skorts or t-shirts (plain or with logo). *Special note:* The schedule of events, activities and visitors to campus may dictate an occasional need to wear business vs. business casual attire.

### **Special Casual Days**

There may be times during the year that a day is announced as a casual day or "blue jean day" such as Fridays during the summer, Staff Appreciation Day, Earth Day or a day during the week of Spring Break. Those announcements will be made by the Human Resources Department. Acceptable attire for these days includes jeans (tailored and appropriately fitted), denim skirts and shirts, Capri jeans and T-shirts with LaGrange College logo and clean neat athletic shoes or sandals.

If an employee has any questions about this dress code or a specific item of clothing, the employee should contact his/her supervisor or Human Resources.

## **Posting and Promotion**

Flyers and posters must not detract from the College's mission or purpose and must be posted on bulletin boards located around the campus. Use of sidewalk chalk is prohibited on covered surfaces, on buildings or on the fountain. Questions regarding signage should be directed to the Director of Student Activities.

## **Probationary Period**

All new employees are considered on probation for the first eight weeks of employment. During this period, the new employee's performance will be evaluated to determine if a continuation of employment is desirable. Successful completion of the probationary period does not eliminate the College's at-will employment rights, and the employee or the College may terminate the employment at any time for any reason.

## **Promotions and Transfers**

Promotion is defined as the movement of an employee from one position to another position at a higher salary. Transfer is defined as the movement of an employee from one position to another position at the same or a similar salary. An employee must have completed at least 6 months of employment in the current position before being eligible for transfer or promotion.

## **Rest Periods**

All staff working a minimum of four hours in a workday are entitled to a rest period. Rest periods should be at least 10 minutes, but should not exceed 15 minutes during each four-hour work period. Rest periods may not be accumulated from day to day or added together to create a prolonged break. Rest periods cannot be foregone to make up for time lost due to absence or tardiness. Rest periods may not be used at the beginning or end of the work schedule or added to the scheduled meal period.

## **Retirement Plans**

Participation in the College-sponsored retirement plans is optional. Regular, full-time employees may elect to participate through TIAA/CREF or VALIC. Employees are free to contribute at any time before gaining eligibility to receive the College's matching funds, if any, as described below.

Effective September 1, 2009, the plan includes a discretionary matching contribution. The College will determine annually whether to match employee contributions. The matching contribution, if any, will range from 0 to 6 percent. Employees joining the College and already participating in one of these retirement plans, may participate in the College's match

immediately (provided there is a match), with no waiting period for full vesting. There is a one-year waiting period to participate in the college's match (provided there is such a match) for new employees who come to the College not participating in one of these retirement plans; however, employees are free to contribute at any time before gaining eligibility to the College's match. contribute at any time before gaining eligibility to the College's match. The employee may also participate in a Supplemental Retirement Annuity up to a maximum set by federal law governing 403(b) tax-sheltered annuities.

### **Salary Increments**

Salaries are reviewed once a year, and staff will be notified of any salary increments no later than June 1. Increases begin September 1.

### **Security**

The LaGrange City Police Department provides security for the College campus. Routine patrols and building checks are a part of their duties. Employees needing police assistance should dial 911.

### **Sexual Harassment**

All members of the College community have the right to be free from sex discrimination in the form of sexual harassment. Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo.

A hostile, demeaning or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

Accusations of sexual harassment that are made without good cause shall not be condoned. Such accusations are indeed grievous and can have damaging and far-reaching effects upon the careers and lives of individuals.

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal hearing process.

The following informal procedures may be followed:

- ✓ Clearly say "no" to the person whose behavior is unwelcome.
- ✓ Communicate either orally or in writing with the person whose behavior is unwelcome. The most effective communication will have three elements:
  - ✓ A factual description of the incident(s) including the time, place, date and specific behavior
  - ✓ A description of the complainant's feelings, including any consequences of the incident
  - ✓ A request that the conduct cease
- ✓ Speak with a department chair, dean, director, counselor or chaplain who may speak to the person whose behavior is unwelcome. The name of the complainant need not be disclosed. The purpose of such conversation is the cessation of the unwelcome behavior.
- ✓ In the case of harassment of a student, it may be appropriate first to seek the advice of his or her advisor.

To initiate a formal grievance procedure the complainant shall submit a written statement to the chair of the Review Subcommittee of the Academic Standards Committee who shall report the complaint to the President of the College. The President, after such consultation as is deemed appropriate, will request the names of several persons from each party to the dispute, and the President shall choose one person's name from each list to be added to the three-person Review Committee. Members of the Committee will then meet to discuss the complaint. Unless the Committee concludes that the complaint is without merit, the parties to the dispute will be invited to appear before the Committee and to confront any adverse witnesses. The Committee may conduct its own inquiry, call witnesses and gather whatever information it deems necessary to assist in reaching a determination as to the merits of the accusation. Once a determination has been reached, the Committee shall report its findings to the President of the College.

Possible outcomes of the investigation are (1) that the allegation is not warranted and cannot be substantiated, (2) a negotiated settlement of the complaint or (3) that the allegation is substantiated requiring a recommendation to the President that disciplinary action be taken.

Faculty, staff, administration and students can appeal a final decision regarding a complaint to the Executive Committee of the Board of Trustees.

If the President of the College is the accused, the case is referred to the Executive Committee of the Board of Trustees.

If the chairperson of the Review Committee is the accused, the complaint shall be submitted to the President of the College. If any member of the Review Committee is the accused or for reason of prejudice must be recused, the President of the College shall appoint another member.

The right to confidentiality of all members of the College community will be respected in both formal and informal procedures insofar as possible.

LaGrange College is committed to preventing sexual harassment. To that end, this policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this policy; (3) train personnel in the administration of this policy. The Sexual Harassment Policy and Procedures will be issued to all incoming students and personnel.

## **Shared Sick Leave**

In the event of a prolonged or catastrophic, medically-certified illness or injury, birth of a child, or an extended absence due to illness of a family member, eligible employees who accrue sick leave and who have exhausted their leave balances may have sick leave donated to them by other eligible College employees. Contact the Human Resources office for more information.

## **Sick Leave**

Sick leave is provided for sickness or accident to the regular employee, or to be with ill or injured members of the immediate family. One day of sick leave is earned during each month of employment, up to a maximum of 90 days. Earned sick days cannot be used for any reason other than the illness of the employee and his/her child(ren) or for scheduled and approved medical/dental appointments, and in the event of a serious health condition of a spouse, immediate family member, and/or parent as defined under the Family and Medical Leave Act (FMLA). Sick leave used during the period for which a paycheck is issued is reported on the *LaGrange College Staff Time Report* accompanying that paycheck.

## **Smoking Policy**

Smoking is not permitted in any building on the LaGrange College campus.

## **Staff Evaluations**

Annual evaluations to provide documentation for self-improvements are conducted during the spring semester.

## **Travel**

Certain travel expenses will be reimbursed by the College. These normally include transportation, lodging and meals. Employees are normally expected to utilize the most economical method of air transportation and lodging available. Requests for reimbursement must be submitted within 60 days of incurring the expenses. Questions related to travel expenses should be directed to the Controller.

## **Tuition Remission for Employees and Dependents**

Undergraduate tuition remission is granted to full-time, regular employees and to their spouses and IRS-qualified dependents. Courses taken by employees during working hours must be limited to no more than one per term, must be approved by the employee's supervisor prior to enrolling, and missed time from work hours to attend class must be made up. Undergraduate night courses that do not interfere with working hours of an employee may be taken without limitations. In no case, however, may a student receiving a tuition remission bump a non-tuition remission student from a class or be counted in the number of students necessary to make a class.

Effective with the 2005-2006 academic year, tuition for independent study courses will not be remitted and employees and/or dependents will be responsible for those costs.

The College is a member of Tuition Exchange and the Commission of Independent Colleges' Tuition Exchange. Full-time, regular employees are eligible to apply for participation in this program if slots are available. Information is available from the Director of Financial Aid.

Graduate tuition courtesies are available to full-time, regular employees and spouses who have been accepted in good standing into a graduate program.

## **Vacation**

Twelve-month full-time and part-time, regular staff earn vacation at the rate of thirteen days per year by support staff and eighteen days per year by administrative staff. After ten years of service, eighteen days of vacation are earned by support staff and twenty-three days per year by administrative staff. Vacation days can be accumulated up to two times the annual days earned. Vacation days must be requested and approved by supervisor prior to the days being taken. Vacation leave used during the period for which a paycheck is issued is reported on the *LaGrange College Staff Time Report* accompanying that paycheck. Pay in lieu of vacation will not be granted. Accumulated vacation days at termination are paid to the employee on a separate check on the pay period following end of employment.

## **Weight Rooms**

Weight rooms located on campus are available for employees' use. Policies for use of the rooms are posted in the rooms.

## **Weapons**

No dangerous weapons (operational or decorative), firearms, explosives or any other potentially harmful devices are permitted anywhere on campus.

## **Workers' Compensation**

All employees of the College are covered by workers' compensation insurance while performing their job duties and responsibilities. All work-related injuries must be reported immediately to the employee's supervisor who will fill out an accident report and submit it to the Human Resources Office.

## **Workplace Safety**

The College is committed to maintaining a safe, hazard-free workplace. It is the responsibility of each employee to maintain safe working habits on the job. Unsafe working conditions and work-related accidents should be reported immediately to a supervisor.