

EMPLOYEE HANDBOOK

EMPOWERING OUR TEAM FOR SUCCESS!



NOTICE

This handbook is not a contract, but is solely intended to give eligible employees a short and general description of the guidelines for working at Glen Oaks Community College. If at any time there should be a conflict between a description in this handbook and a valid collective bargaining agreement, the personnel policy or both, the terms of the actual collective bargaining agreement or personnel policy will govern in all cases. Human Resources policies are applied at the discretion of management and may be withdrawn, applied, or amended at any time. Except for employees covered by executed contract specifically stating otherwise, employees and/or the employer have the right to terminate employment at will and at any time.

PREFACE

This edition of the Glen Oaks Community College Handbook is intended to give new staff members, as well as long-time employees, procedures for personnel policies, practices, benefits and services. The Administration reserves the right to revise the handbook and/or any practices or policies at any time.

As a progressive organization, Glen Oaks must occasionally change, add or delete certain policies, practices and procedures. Employees will be notified as these changes occur and as new procedures become effective. The “official copy” of the handbook is available on the Glen Oaks Community College website (under Human Resources) where the employee can view and/or print the handbook. All printed copies of the handbook will be considered “for reference only.”

All employees are expected to become familiar with current personnel practices and to abide by the policies and regulations of the college. Concerns or questions regarding the information in this handbook, or about an employment situation, should be directed to one of the staff members in the Human Resources office. Human Resources is here to serve employees in any way possible and to assist in making employment at Glen Oaks safe, fulfilling and productive.

Key Contacts:

Jamie Yesh, Executive Director of Human Resources 269-294-4229
Candy Bohacz, Associate Director of Human Resources 269-294-4232

College Policy Definition

A College policy is a rule that has College-wide applicability. A policy may include governing principles; it may either mandate or constrain action; it may ensure compliance with law; or it may mitigate the College's risk. A proposed policy must be approved by the President and, in some instances, the Board of Trustees before it becomes official. Many departmental or unit policies and procedures, although useful and important, do not meet the criteria above and, therefore, are not considered College policies. Departments and units are authorized to adopt appropriate policies and procedures for the discharge of responsibilities and governance of the unit. All departmental and unit policies and procedures that define or elaborate College policies and procedures must be consistent with College policies and procedures. To the extent that any departmental or unit policy or procedure conflicts with any other unit policy or procedure, the College policy or procedure prevails.

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Employee Acknowledgement

DISCLAIMER:

Nothing in this Employee Handbook constitutes a contract, express or implied. Glen Oaks Community College, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Employee Handbook will apply to existing as well as future employees. The Human Resources Department is responsible for developing and implementing personnel policies/procedures. Policies and procedures may change with approval of the appropriate College Officer. No employee may rely on or otherwise interpret a statement or promise by a supervisor, manager, or department head as constituting a change in policy, nor will any such statement or promise constitute an agreement between the College and an employee.

The employment policies and/or benefit summaries in this handbook are general and are written for all employees. However, if questions arise concerning the interpretation of these policies and/or benefits as they relate to employees who are also covered by a collective bargaining agreement, the collective bargaining agreement will take precedence in the event of conflicts as it relates to employees within the bargaining units.

Section 1

Welcome to Glen Oaks

- 1.1 Vision, Mission, and Values
- 1.2 Letter from the President
- 1.3 Code of Conduct

Vision, Mission, and Values

1.1

In order to accomplish the mission of Glen Oaks Community College, the following goals have been established:

Vision — *Transforming Lives and Advancing Communities*

Mission — The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

Values — *Glen Oaks CARES*

The core values guiding Glen Oaks Community College's internal and external interactions:

- C-** Communication and Civility: Glen Oaks values the open and responsible exchange of ideas. We uphold the importance of interacting in ways that demonstrate caring, civility, and respect while encouraging improved models for using technology to connect and improve the linkages among individuals and groups.
- A-** Access and Academic Success: Glen Oaks values having an open door to all students and believe that appropriate support is vital to the success of all students. Holding students and ourselves to high expectations, we celebrate learning within an educationally transformative environment: one that embraces diverse perspectives and creates meaningful connections between students, faculty, and student affairs professionals.
- R-** Responsiveness and Service: Glen Oaks values targeted actions to address area needs and internal needs within available resources. Recognizing that existing needs change dynamically, we value the role of the college in helping our communities prepare for the future as they develop, succeed, and prosper.
- E-** Ethical Conduct and Transparency: Glen Oaks values acting on the basis of mutual respect. We hold ourselves accountable to the communities we serve and seek to model integrity in all we do. Information related to the college and its performance is understood as public and is made accessible and transparent.
- S-** Sustainability and Stewardship: Glen Oaks values habits and skills to improve our ability to acquire, develop, use, and manage resources to sustain the college's mission. We exercise appropriate control over the college's human, financial, academic, support services, and physical plant as essential to effective public stewardship.



Dear Colleagues,

Welcome to Glen Oaks Community College! Whether you are new to our team or have been with us for many years, I want to personally thank you for the important role you play in fulfilling our mission.

At Glen Oaks, our mission is to provide quality educational opportunities that empower individuals and strengthen our communities. Every one of us—faculty, support staff, and administration—contributes to this work in meaningful ways. Your dedication, talent, and passion are at the heart of what makes this college a place of growth, learning, and opportunity.

We are deeply committed to fostering a culture of inclusivity, respect, and collaboration. Our college thrives when every member of our community feels valued, heard, and supported. As we serve a diverse student population, we must also strive to reflect those same values in how we treat one another as colleagues.

I encourage you to be actively involved in the life of the college. Share your ideas, participate in campus activities, and connect with others across departments. The strength of Glen Oaks lies in the shared commitment of our people—and your engagement helps shape the vibrant, welcoming environment our students and community depend on.

Thank you for being a part of the Glen Oaks family. I look forward to all we will accomplish together.

With appreciation,

Dr. Bryan Newton

President

General Employee Conduct

Employees are expected to conduct themselves in the discharge of their duties consistent with the mission, vision, and values of the College and to comply with all applicable laws, policies, and regulations.

Conflict of Interest

Glen Oaks Community College has a reasonable expectation that all employees will perform their duties conscientiously, honestly, fairly, and in accordance with the best interests of the college as a whole, consistent with our mission, vision, and values. Employees with questions or concerns pertaining to conflict of interest should contact the Human Resources Department for guidance.

As a general policy, the college will not assign an immediate family member to a direct reporting relationship with another immediate family member, nor allow a faculty member to exercise academic supervision over another immediate family member (any individuals meeting this definition at the time of the adoption of this policy will be “grandfathered” unless there is evidence of abuse of the familial relationship for personal or familial purpose, or violation of other policy). Immediate family is defined as spouse, domestic partner, child (including biological, adopted, foster, step, or legal ward), parent (including in-laws), brother, sister, son-in-law, daughter-in-law, grandparent (including in-laws), grandchild, aunt or uncle, or relative living at the employee's residence where the employee has day-to-day responsibility for the individual(s).

A status meeting the above referenced definition of immediate family member that develops after a reporting/academic supervision relationship has been established will be communicated to the supervisor of the position, who will take appropriate steps to ensure no preferential treatment takes place, up to and possibly including restructuring or reassignment of position or academic supervision responsibilities (may be governed by a collective bargaining agreement).

Employees are required to advise the Human Resources Office if a proposed assignment would result in a direct reporting/academic supervision relationship with an immediate family member or if such a circumstance develops. If a family member wishes to take a class from a faculty member who is related, the request must be made to and approved by the Academic Dean prior to the beginning of the class.

I. Relationships with Clients and Vendors

Glen Oaks employees will avoid any actual conflict of interest or appearance thereof with clients, vendors, or other parties connected to or involved with the college.

II. Outside Activities, Employment, and Directorships

Employees are not prohibited from other employment, so long as, in the judgement of Glen Oaks Community College, such employment creates no substantive interference with the performance of the employee's duties and responsibilities to Glen Oaks and creates no conflict of interest that may interfere with the employee's

exercise of judgment in the best interests of Glen Oaks Community College and the college's clientele.

A member of the instructional or administrative staff employed on a full-time basis is expected to give full-time service to the college, exclusive of published vacation periods. However, it is recognized that members of the instructional and administrative staff are sometimes asked by outside agencies, businesses, and industries to provide consulting and other professional services.

Normally such activity is encouraged when it:

- contributes to the professional development of the individual, or
- contributes expertise not commonly available to the solution of a societal problem, or
- has carryover value resulting in the improvement of instructional programs of the college.

For full-time members of the instructional and administrative staff, outside consulting, professional work, or work for which the individual receives compensation over and above the individual's normal compensation from the college, will not exceed an average of one day per working week in any semester. Time spent on such outside activities must be in addition to, rather than a part of, the normal full effort expected for college work. Outside work must in no way interfere with the performance of an individual's college duties. Possible conflict-of-interest situations should be avoided. No outside consultation or other professional activity should be undertaken where such activity is, or may be construed to be, competitive with any service of the college. Advanced authorization for outside consulting, teaching, or other professional work must be received from the appropriate supervisor, dean, and president.

When communicating publicly on matters which may involve the college, in the absence of written documentation or express authorization by the president or his/her designee or other certain understanding that the views expressed are those of the college, employees will state clearly and unequivocally that they are expressing their personal viewpoint and not an official position of the college.

III. Gifts, Entertainment, and Favors

No employee may solicit or accept gifts of significant value (i.e., in excess of \$50.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest. Typical business marketing tools, such as the provision of common office supplies at booths, sponsoring of professional or public service gatherings and workshops, and provision of meals, snacks, and beverages at such events, are not considered to create an undue influence so long as such activities are clearly aimed at and are participated in by at least three separate entities with comparable market interest.

Employees may not receive outside payment or compensation of any kind for services provided as a Glen Oaks employee, except for nominal honorariums for professional speaking or advice approved by the president or his/her designee, and under no circumstances when the remuneration could influence, or reasonably

appear to influence, decisions in favor of any person or organization seeking business with or the services of Glen Oaks Community College.

IV. Prompt Communications

Any employee who becomes aware of an action, activity, or circumstance on the part of another Glen Oaks employee which is reasonably perceived as illegal or contrary to Glen Oaks policy is expected to promptly notify whichever of the following is most pertinent: their immediate supervisor, human resources, or the business office. Students, visitors, contractors, vendors, or guests who become aware of or are subject to conduct perceived to be illegal or inappropriate should immediately notify the Human Resources office.

V. Romantic Relationships

Glen Oaks Community College discourages romantic and/or intimate relationships between supervisor and employee or faculty and student.

Reporting "Romantic and/or intimate relationships in the instructional and supervisory" setting:

Faculty members are prohibited from exercising academic supervision over persons with whom they have a romantic and/or intimate relationship. (Academic supervision is defined as assigning grades, counseling, advising, coaching, or otherwise exercising decision-making power that affects the student's academic record, academic benefits, or progress toward graduation.)

Supervisors are prohibited from having supervisory responsibility over persons with whom they have a romantic and/or intimate relationship. (Supervisory responsibility is defined as any relationship wherein one person has the power or authority to alter or influence the responsibilities, duties, terms, and/or conditions of employment of another. Those with supervisory responsibility, defined in this policy, are not limited to direct or first-line supervisors.)

A faculty member or supervisor who has a romantic and/or intimate relationship with a person over whom they have academic or other supervisory responsibility must notify their immediate superior of the relationship. The faculty member or supervisor must be removed immediately from all decision-making processes and supervisory roles concerning the person with whom they have the relationship. The College requires the resolution of all conflicts of interest created by the relationship.

Failure to report the relationship, cooperate in the transfer of academic or supervisory responsibility, and resolve all conflicts of interest are grounds for discipline, up to and including termination, under appropriate College policies.

Section 2

Employment Policies and Procedures

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Equal Employment Opportunity/Affirmative Action (EEO/AA) 2.1

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Glen Oaks, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, national origin, disability, genetic information, citizenship status, marital status, veteran status, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee willfully violating this policy up to and including termination of employment.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY 2.2

Glen Oaks is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Glen Oaks expects that all relationships among persons at the College will be business-like and free of bias, prejudice and harassment.

Equal Employment Opportunity

It is the policy of Glen Oaks to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, national origin, disability, genetic information, citizenship status, marital status, veteran status, or any other characteristic protected by law. Glen Oaks prohibits and will not tolerate any such discrimination or harassment.

Religious Accommodations

Glen Oaks will reasonably accommodate the religious beliefs, observances, and practices of its employees, e.g., accommodate a religious belief, observance, or practice which conflicts with an employment requirement. Employees must direct requests for reasonable accommodation to the appropriate supervisor or Department of Human Resources. The college will provide reasonable accommodation if it can do so without undue hardship on the conduct of college business. The appropriate office (supervisor or HR) will consult with the employee's department to arrange reasonable accommodation. Religious accommodation in accordance with Title VII of the Civil Rights Act of 1964.

Bathroom Access

All students, faculty, staff, and visitors have the right to use the bathroom that coincides with their gender identity.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., manager disciplining males and females differently for the same rule infraction) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, national origin, disability, genetic information, citizenship status, marital status, veteran status, or any other protected characteristic as established by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor

or manager or by someone not directly connected to Glen Oaks (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation Is Prohibited

Glen Oaks prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. There are three main terms that are used to describe retaliation. Retaliation occurs when an employer, employment agency, or labor organization takes an **adverse action** against a **covered individual** because he or she engaged in a **protected activity**.

These three terms are described below.

Adverse Action

An adverse action is an action taken to try to keep someone from opposing a discriminatory practice, or from participating in an employment discrimination proceeding. Examples of adverse actions include: employment actions such as termination, refusal to hire, and denial of promotion, other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance, and any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights.

Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing" a colleague, or negative comments that are justified by an employee's poor work performance or history. Even if the prior protected activity alleged wrongdoing by a different employer, retaliatory adverse actions are unlawful. For example, it is unlawful for a worker's current employer to retaliate against him for pursuing an EEO charge against a former employer.

Covered Individuals

Covered individuals are people who have opposed unlawful practices, participated in proceedings, or requested accommodations related to employment discrimination based on race, color, sex, religion, national origin, age, or disability. Individuals who have a close association with someone who has engaged in such protected activity also are covered individuals. For example, it is illegal to terminate an employee because his spouse participated in employment discrimination litigation.

Protected Activity

Protected activity includes:

Opposition to a practice believed to be unlawful discrimination

Opposition is informing an employer that you believe that he/she is engaging in prohibited discrimination. Opposition is protected from retaliation as long as it is based on a reasonable, good-faith belief that the complained of practice violates anti-discrimination law; and the manner of the opposition is reasonable.

Discrimination and Harassment Complaint Process **2.3**

Reporting an Incident of Harassment, Discrimination or Retaliation

Glen Oaks strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Glen Oaks' policy or who have concerns about such matters should file their complaints with their immediate supervisor or the Human Resources Department before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Glen Oaks designated representatives identified above. If an employee makes a complaint to the supervisor, the supervisor is obligated to communicate this complaint to a member of the Human Resources Department.

IMPORTANT NOTICE TO ALL EMPLOYEES:

Employees who have experienced conduct they believe is contrary to this policy have an obligation to use this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Glen Oaks strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Glen Oaks will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially by the Human Resources Department. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Glen Oaks believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to Glen Oaks' Dean of Finance and Administrative Services. If the employee disagrees with the resolution after speaking with the DFA, the employee may appeal to Glen Oaks' President, and then finally to the Board of Trustees.

Individuals who have questions or concerns about these policies should talk with the Human Resources Department.

Alcohol and Drug Policy

2.4

DRUG-FREE WORKPLACE POLICY

Philosophy

Glen Oaks Community College pledges to provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and the use of illegal drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks E.J. Shaheen Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services, as well as various substance abuse agencies in St. Joseph County.

Glen Oaks Community College expects all Glen Oaks employees to be good role models for students. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Violation of this policy may be grounds for termination of employment.

As a condition of employment, employees must (a) abide by the terms of the policy and (b) notify the appropriate Glen Oaks supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such violation.

If a conviction for such a violation should occur, appropriate personnel action against such an employee will be taken, up to and including termination; or the employee will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program

approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Employees are encouraged to promptly discuss violations of this policy with an appropriate administrator. Glen Oaks Community College intends to make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.

Standards of Conduct

Glen Oaks Community College prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics or controlled substances on the College campus or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

No alcohol or other intoxicating liquors will be kept, used or consumed on campus or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions at the Nora Hagen House and its adjacent yards.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics or illegal drugs, may be removed and/or restricted from the College campus.

Legal Sanctions

Glen Oaks Community College abides by all local, state and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state or federal law will take place on the College campus or at any College function.

The Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Glen Oaks Community College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus the use, possession or cultivation of marijuana in any form and for any purpose continues to violate the Glen Oaks Community College Drug and Alcohol Abuse Policy Alcohol and is prohibited at Glen Oaks Community College.

Students or employees who use and/or abuse alcoholic beverages and/or illegal drugs while on campus or while attending a College-approved student activity will be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community). Additionally, the College may request assistance from an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state or federal law shall take place on the College campus or at any College function.

Pre-Employment Drug Testing

In order to strive toward a drug-free workplace, Glen Oaks Community College will require a pre-employment urinalysis drug testing for new employees. This applies to all

full-time and part-time staff and teaching positions at Glen Oaks Community College. The urinalysis will be performed by a reputable clinical laboratory, the expense of which will be assumed by Glen Oaks Community College. If the urinalysis registers a positive result (the presence of illegal narcotics or drugs), the candidate will not be hired.

Employee Alcohol and Drug Use

Any employee who consumes alcoholic beverages while actively engaged in carrying out the duties and responsibilities of their employment (excluding College-sponsored "entertainment" functions which employees may attend in connection with their employment), and any employee who uses illegal drugs while in the course of employment, will be subject to sanctions as outlined in the appropriate collective bargaining agreements and/or the Glen Oaks Community College Handbook. Violations by faculty or staff may result in disciplinary action up to, and including, termination of employment.

If a Glen Oaks Community College employee is convicted of violating a criminal drug statute (non-alcohol related) on the College campus, or at a College function, that employee must notify Glen Oaks within five (5) days after such conviction. Within thirty (30) days after such conviction, Glen Oaks will take one of the following actions: (1) take appropriate personnel action against the employee up to and including termination; and/or (2) require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program. Glen Oaks Community College will also notify the appropriate agency of the Department of Education within ten (10) days after the conviction.

Alcohol and Drug Education, Prevention and Referral

Glen Oaks Community College is committed to addressing the problem of substance abuse through education, prevention and referral.

Information / Referral

The President of the College will designate a Glen Oaks Community College employee as the Substance Abuse Counselor. The Substance Abuse Counselor will annually coordinate/organize and make available free literature to students and employees. This information will include: (1) standards of conduct, (2) a description of the legal sanctions, (3) a description of the health risks, (4) a description of drug or alcohol programs available to students and employees, and (5) a clear statement of the Glen Oaks Community College sanctions it may impose on students and employees. The Substance Abuse Counselor will provide initial counseling and limited supportive services. The primary goal of the Substance Abuse Counselor is to provide the student or the employee with a referral for treatment or rehabilitation. Once a referral is made, the Substance Abuse Counselor will provide the appropriate follow up.

College employees or students who exhibit "warning signs" of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers will receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality will be maintained and no adverse effects to an employee or a student will result based upon a request for treatment or a diagnosis of misuse or abuse.

If an employee has been referred to the Substance Abuse Counselor by a supervisor or if a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment will be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If an employee or a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that job performance, behavior on campus or learning ability is affected, that person will be considered in violation of College policies and will be subject to discipline.

Glen Oaks Community College works closely with the Substance Abuse agencies in the area. Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

Smoking Policy **2.5**

The college indoor facilities and outdoor areas are smoke/e-cigarette/vape-free. This includes all outdoor areas adjacent to the buildings, all areas where we use outdoor spaces (athletic fields and areas where we regularly have employees working). The one exception to this is the personal enclosed vehicles of students and employees. Individuals who choose to smoke/vape may do so in their personal vehicle. This policy applies to all employees, students and visitors. Persons willfully refusing to comply will be considered in violation of the Glen Oaks policy.

Handling of Confidential Information **2.6**

In the course of your employment, you may have access to information about our business, our students, and personal information about other employees. This information, to the extent permitted and/or required by law must be kept confidential. If you are uncertain about whether information is confidential, check with your supervisor or the Human Resources Department. Any violation of this policy may result in discipline, up to and including discharge from employment.

Personnel Files **2.7**

An official file for each employee will be kept at all times within the Human Resources Department. All employment documentation such as evaluations, educational attainment records and application materials will be kept in this file. Employees may have access to their file (except for confidential letters of reference) at any time by submitting a written request to the Human Resources Department. Some personnel information will be maintained in electronic form only (scanned) and with adequate notice, can be printed for the employee's review. Personnel and payroll information is also maintained in our electronic database.

Medical information, such as sick leave verification forms and physician return to work forms, will be kept in a "Medical File" separate from the employee's general employment file. Only the Human Resources Department will have access to an employee's confidential medical file and only as required to perform their official duties (Refer to Section 2.12 regarding HIPAA Practices).

Disciplinary records: Upon written request to the Human Resources Department by the employee specifying the removal of specific disciplinary documentation, written warnings

shall be withdrawn after one year, unless there is an intervening warning regarding the same reason.

Generally, we will not disclose your file to persons outside the Human Resources Department, with the exception of qualified supervisory personnel, and when necessary for administration purposes. Otherwise, release of personnel file information would be executed only through court order, employee signed release, or on a “need to know” basis as determined by the Human Resources Department. The college will maintain personnel records for the period of time as required by law.

Changes in Personal Data

In order to maintain accurate records, it is necessary that the Human Resources Department be notified promptly of any changes in name, address, phone number, and name and phone number of the individual to contact in case of an emergency.

Immigration Act Compliance Procedures 2.8

All employees are required to personally present documents verifying identity and eligibility to be employed in the United States.

The employee must complete and sign an “Employment Eligibility Verification Form” (Form I-9) within three business days of his/her hire date. If an employee is unable to present the required document or documents within this time frame, the employee must produce a receipt showing that he or she has applied for the document. In addition, the employee must present the actual document within 90 days of the hire date.

This form will be held confidentially and will be destroyed three years after the date of hire, or one year after the date employment ends, whichever is later.

Responsible Use of Information Technology 2.9

I. Purpose

The College Network incorporates all electronic communication systems and equipment at Glen Oaks Community College (the “College”). This Network Acceptable Use Policy (“AUP”) sets forth the standards by which all Users may use the shared College Network. The College Network is provided to support the College and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the College Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited. The use of the College Network is a revocable privilege.

By using or accessing the College Network, Users agree to comply with this AUP and other applicable College policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Users are authorized to use and/or access the College Network. The term “User” refers to any faculty, staff, or student associated with the College, as well as any other individual with access to computers or other network devices that have been approved by the Network Administrator or Dean of Finance and Administrative Services (DFA) for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

II. Principles

General requirements for acceptable use of the College Network are based on the following principles:

1. Each User is expected to behave responsibly with respect to the College Network and other Users at all times.
2. Each User is expected to respect the integrity and the security of the College Network.
3. Each User is expected to behave in a manner consistent with College's mission and comply with all applicable laws, regulations, and College policies.
4. Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the College Network and show restraint in the consumption of shared resources.
5. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
6. Each User is expected to cooperate with the College to investigate potential unauthorized and/or illegal use of the College Network.
7. Each User is expected to respect the security and integrity of College computer systems and data.

III. Prohibitions

Without limiting the general guidelines listed above, unless expressly agreed to by the Network Administrator, the following activities are specifically prohibited:

1. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
2. Users may not attempt to intercept, monitor, forge, alter or destroy another User's communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of such other User.
3. Users may not use the College Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the College Network or any network that the College connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the College, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming, placing of unlawful information on any computer system, transmitting data or programs likely to result in the loss of an individual's work or result in system downtime, sending

"chain letters" or "broadcast" messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others.

4. Users may not distribute or send unlawful communications of any kind, including but not limited to cyber stalking, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.

5. Intentional access to or dissemination of pornography by College employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.

6. Users may not attempt to bypass network security mechanisms, including those present on the College Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the College Network is also prohibited. For permission to perform network scans, user must receive prior approval by calling the Network Administrator.

7. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at: <http://www.copyright.gov/legislation/dmca.pdf> and the Copyright Act at: <http://www.copyright.gov/title17/>.

8. Except as allowed under the Personal Use Policy or the Policy on Use of College Resources in Support of Entrepreneurial Activities. Users may not use the College Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-College organizations, unlawful activities, or uses that violate other College policies.

9. Users may not extend or share with public or other users the College Network beyond what has been configured accordingly by Network Administrator. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the College Network without advance notice to and consultation with the Network Administrator. To contact the Network Administrator, users must call Extension 315 and submit an IT request form.

10. Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the College Network, including but not limited to: current antivirus software, current system patches, and strong passwords.

11. Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.

IV. Review and Penalties

The College reserves the right to review and/or monitor any transmissions sent or received through the College Network. Access to other transmissions sent or received through the College Network may occur in the following circumstances:

1. in accordance with generally accepted, network-administration practices;
2. to prevent or investigate any actual or potential information security incidents and system misuse, if deemed necessary by authorized personnel;
3. to investigate reports of violation of College policy or local, state, or federal law;
4. to comply with legal requests for information (such as subpoenas and public records requests); and
5. to retrieve information in emergency circumstances where there is a threat to health, safety, or College property involved

Penalties for violating this AUP may include:

1. Restricted access or loss of access to the College Network;
2. Disciplinary actions against personnel and students associated with the College,
3. Termination and/or expulsion from the College, and
4. Civil and/or criminal liability.

The College, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

V. Policy Updates

The College reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies. The College shall provide notice of any such modifications or amendments by email to the College community. Any such modification shall be effective immediately upon notice being provided regardless of whether subscriber actually reads such notice.

Social Media Policy

2.10

At Glen Oaks Community College, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for Glen Oaks Community College.

GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Glen Oaks Community College, as well as any other form of electronic communication. The same principles and guidelines found in Glen Oaks Community College policies and the Vision, Mission and Values Statement apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, members, suppliers, people who work on behalf of Glen Oaks Community College or Glen Oaks Community College's legitimate business interests, may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Glen Oaks Community College Code of Conduct, the Glen Oaks Community College Responsible Use of Information Technology Policy and the Non-Discrimination & Anti-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, students, members, suppliers or people who work on behalf of Glen Oaks Community College. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of any characteristic or status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have

altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Glen Oaks Community College, fellow employees, members, students, suppliers, or people working on behalf of Glen Oaks Community College or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Glen Oaks Community College private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Glen Oaks Community College website without identifying yourself as a Glen Oaks Community College employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Glen Oaks Community College. If Glen Oaks Community College is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Glen Oaks Community College, fellow employees, members, students, suppliers or people working on behalf of Glen Oaks Community College. If you do publish a blog or post online related to the work you do or subjects associated with Glen Oaks Community College, make it clear that you are not speaking on behalf of Glen Oaks Community College. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Glen Oaks Community College.”

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the Responsible Use of Information Technology Policy. Do not use Glen Oaks Community College email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Glen Oaks Community College prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on Glen Oaks Community College’s behalf without contacting the President’s Office. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact your Human Resources representative.

Family Educational Rights and Privacy Act of 1974 (FERPA) 2.11

Student education records are official and confidential documents protected by one of the nation’s strongest privacy protection laws, the Family Educational Rights and

Privacy Act of 1974 (FERPA). FERPA applies to schools that receive federal education funds and non-compliance can result in the loss of those funds.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen, and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students.

The essence of this act is that:

- Students upon reaching age 18 or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution.
- Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

The law says colleges may release directory information about students but that each college should formulate its own policy about what directory information it will release and to whom it will be released. The directory information categories identified by the Family Educational Rights and Privacy Act are the student's name and address, e-mail address, telephone number, major field of study, participation in Glen Oaks sports and activities, weight and height of athletes, dates of attendance, degrees and awards received, previous schools/colleges attended, place and date of birth, class schedule, class roster, full or part-time status, photograph and emergency information.

Glen Oaks will release address, e-mail address, telephone number, previous schools/colleges attended, date of birth, and class roster only in specific pre-determined situations. Please contact Student Services for a list of the situations in which Glen Oaks will release directory information. You may also visit the following website for additional information regarding FERPA (<http://www2.ed.gov/policy/gen/reg/ferpa/index.html>).

Workplace Violence

2.12

Glen Oaks Community College believes that all students, staff and visitors to the College are entitled to learn and work in a safe environment, free of fear for their personal safety and well-being. Therefore:

It is the policy of Glen Oaks Community College that verbal harassment, threats of aggression, or acts of physical violence will not be tolerated.

Employees who have been the object of such a threat or act must immediately report the incident to their immediate supervisor or to the Human Resources Department. Any supervisor who observes, overhears or receives a report of verbal harassment, threats of aggression or acts of physical violence, must immediately report same to the Human Resources Department, or in their absence, to the Assistant Dean of Students, Dean of Academics and Extended Learning, Dean of Finance and Administrative Services, or the President.

Any harassment, threats, or acts of violence will be taken seriously. Upon receiving such a report, an immediate investigation will be undertaken. Reasonable steps will be taken to protect employees, students, visitors, and personal property from harm.

Any employee who is found to have violated this policy toward anyone at or from the workplace either in person or using telephones, fax machines, computers, or other communication devices, will be subject to disciplinary action up to and including termination.

If necessary, local law enforcement officials will be contacted to assist in handling a threat or act of violence.

Please also refer the Policies and Procedures Manual Section 3.44.

HIPAA Notice of Privacy Practices **2.13**

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected. These privacy rules apply to entities such as health insurance carriers, medical providers (physicians, hospitals, clinic, etc.) and employers. It is designed to ensure that Protected Health Information is protected during its collection, use, disclosure, storage and destruction within these entities, including your employer, Glen Oaks Community College.

Protected Health Information

Protected Health Information means all information, recorded or exchanged verbally about an identifiable individual that relates to:

- The individual's health, or health care history, including genetic information about the individual or the individual's family.
- What Glen Oaks has learned or observed, including conduct or behavior that may be a result of illness or the effect of treatment.
- Payment for healthcare provided to the individual, and includes:
 - The Protected health identification number and any other identifying number, symbol, etc. assigned to the individual;
 - Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment of health care.

Protected Health Information does not include employment records held by the employer for medical information needed for an employer to carry out its obligations under:

- Family and Medical Leave Act
- American with Disabilities Act
- Occupational injury/Worker's Compensation
- Disability insurance eligibility
- Sick leave requests and justifications
- Drug screening results
- Workplace medical surveillance
- Fitness-for-duty tests

Persons associated with Glen Oaks Community College include all full-time employees, part-time, adjunct, students, contracted employees and members of the Board of Trustees.

Policy

All Glen Oaks employees and persons associated with Glen Oaks Community College are responsible for protecting the security of all Protected Health Information (oral or in recorded form) that is obtained, handled, learned, heard or viewed in the course of their work or association with Glen Oaks.

Protected Health Information will be protected during its collection, use, storage and destruction with Glen Oaks Community College.

Use or disclosure of Protected Health Information is acceptable only in the discharge of one's responsibilities or duties (including reporting duties imposed by legislation) and based on the need to know. Discussion regarding Protected Health Information should not take place in the presence of persons not entitled to such information or in public places (elevators, lobbies, cafeterias, off premises, etc.).

Employees who have access to Protected Health Information will be required to execute a Protected Health Information Pledge of Confidentiality, as a condition of employment with Glen Oaks Community College.

Unauthorized use or disclosure of confidential Protected Health Information will result in disciplinary action up to and including termination of employment.

All individuals who become aware of a possible breach of the security or confidentiality of Protected Health Information are to follow the procedures outlined below.

Procedure of Alleged Breach of Confidentiality

Any individual receiving an allegation of a breach of confidentiality or having knowledge or a reasonable belief that a breach of confidentiality of Protected Health Information may have occurred should immediately notify the Privacy Officer, or in the case of the Privacy Officer being alleged to have breached confidentiality, contact the Human Resources Department, or the Dean of Finance and Administrative Services.

The Privacy Officer or designee in consultation with the employee's supervisor will decide whether to proceed with an investigation. It may be decided that a complaint does not require investigation if:

1. The length of time that has elapsed since the date of complaint makes an investigation no longer practicable or desirable.
2. The subject matter of the complaint is trivial or not made in good faith or is frivolous.
3. The circumstances of the complaint do not require investigation.

If the decision is made to proceed with an investigation, it is the responsibility of the employee's supervisor and the Privacy Officer to investigate the allegations and consult appropriate resources to make the determination if a breach of confidentiality of Protected Health Information has been made.

If a breach of confidentiality of Protected Health Information has occurred, disciplinary action may be taken.

All violations of this policy regarding the confidentiality of Protected Health Information will be documented and filed in the employee's personnel file in Human Resources and the office of the Privacy Officer.

Privacy Practices

Glen Oaks' designated Privacy Officers is are the Human Resources Director and Coordinator located in the administration offices.

If an employee or covered family member has an inquiry with regard to a health care issue (medical, dental, vision, IRS Section 125 Flexible Benefit Plan, EAP), the employee will be required to first contact the appropriate provider of services to resolve this issue. If this issue is not resolved to the employee's satisfaction working directly with appropriate provider of services, the employee or covered family member may contact Glen Oaks' Privacy Officer(s) to assist with resolution. The employee will be required to complete an Employee Authorization Form in order for Glen Oaks' Privacy Officer(s) to pursue resolution with the appropriate provider of services. This form is available in the Human Resources Department.

Any Protected Health Information received by Glen Oaks Community College (examples include medical insurance enrollment forms, Employee Authorization Forms and subsequent Claim Inquiry details) will be kept in a separate and confidential storage location, not in the employee's personnel file. Any and all individuals who have potential access to Protected Health Information are required to sign a Pledge of Confidentiality. An employee has a right to inspect and obtain a copy of his/her Protected Health Information on file with Glen Oaks Community College, except, as required or permitted by law, for information compiled for a civil, criminal, or administration action or proceeding. Requests to inspect or obtain a copy of your Protected Health Information must be made in writing to the Privacy Officer(s), Human Resources.

Notice of Privacy Practices

Glen Oaks' Notice of Privacy Practices can be obtained in the Human Resources Office, or by visiting the Human Resources web site.

Americans with Disabilities Act of 1990 (ADA) & Sec. 504 of the Rehabilitation Act **2.14**

Glen Oaks is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the College's policy not to discriminate against any qualified employee or applicant with regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the College aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the College.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Glen Oaks encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Glen Oaks might make to help overcome those limitations.

Glen Oaks will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Glen Oaks' overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on Glen Oaks' ability to conduct business.

Glen Oaks will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require Glen Oaks to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Glen Oaks Community College will reasonably accommodate qualified individuals with a temporary or long-term disability to allow them to perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation. The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- “Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.”
- “Direct threat to safety” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Company; and (8) the relationship of the particular facility to the Company. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

Anti-Nepotism Policy

2.15

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

(iv) Create a situation where two family members are reporting to the same direct supervisor.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Glen Oaks Community College to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the College will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

If the employees cannot make a decision, the College will decide in its sole discretion who will remain employed.

This policy does not apply to "close relatives" who already are employed by Glen Oaks as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

Open Door Policy **2.16**

Glen Oaks promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. Glen Oaks is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

Whistleblower Policy **2.17**

The Glen Oaks Community College encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. The college is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy. College faculty, staff, students, or volunteers may not retaliate against an individual who has made a protected disclosure or who has refused to obey an illegal order. College faculty, staff, students, or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the operating unit, or other appropriate college official about matters within the scope of this policy.

It is the intention of the college to take whatever action may be needed to prevent and correct activities that violate this policy.

Policy Guidelines

I. Definitions

- A. **Wrongful conduct** – A serious violation of college policy; a violation of applicable state and federal laws; or the use of college property, resources, or authority for personal gain or other non-college-related purpose except as provided under college policy.
- B. **Protected disclosure** – Communication about actual or suspected wrongful conduct engaged in by a college employee, student, volunteer, agent, or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or college policy.

Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct to:

1. The disclosing individual's supervisor, either verbally or in writing, or
2. Any office listed in this policy under Procedure for Reporting Violations, either verbally or in writing, or
3. The appropriate governmental unit, law enforcement office, or state ethics commission after first providing a written communication about the wrongful conduct to the appropriate college administrator as identified in Procedure for Reporting Violations of this policy.

Individuals who wish to be protected by the federal Whistleblower Protection Act must provide a written report that provides sufficient detail to identify and describe the violation.

- C. **Retaliation** – Adverse action against an individual because she or he has made a protected disclosure or has participated in an investigation, proceeding or hearing involving a protected disclosure.

II. Intent of Policy

- A. This policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated college official or public body. More specifically it:
 1. Encourages individuals to disclose wrongful conduct engaged in by others to the appropriate college official so that prompt, corrective action can be taken by the college;
 2. Informs individuals how allegations of wrongful conduct can be disclosed;
 3. Protects individuals from reprisal by adverse employment action or other retaliation as a result of having disclosed wrongful conduct (individuals who self-report their own misconduct are not afforded protection by this policy); and

4. Provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.
- B. Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this policy. This policy is also intended to protect individuals against false allegations of wrongful misconduct.
- D. Nothing in this policy is intended to interfere with legitimate employment decisions.

III. Regulations

- A. Acting in good faith. Anyone making a protected disclosure or filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy.
- B. False allegation. Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to judicial action. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.
- C. Retaliation. No individual who makes a protected disclosure will suffer harassment, retaliation, or adverse employment consequences. Any person who retaliates against any individual who makes a protected disclosure is subject to discipline up to and including termination. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the college prior to seeking resolution outside the college.
- D. Confidentiality. Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the college's reporting line. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and in accordance with the Michigan Public Records Act (PA 388 of 1976).
- E. Handling Protected Disclosures. The offices (listed in Procedure for Reporting Violations below) receiving the protected disclosure will notify the disclosing individual (if her or his identity is known) and acknowledge receipt of the reported violation or suspected violation within ten working days for most issues and within 48 hours for alleged criminal or environmental violations. All reports will be promptly investigated within 45 calendar days and appropriate corrective action will be taken if warranted by the investigation.

I. Procedure for Reporting Violations

- A. Individuals should share their questions, concerns, suggestions, or complaints with a college administrator who can address them properly. In many cases the

individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will investigate and/or address the concern as appropriate.

1. Academic misconduct matters –Dean of Academics & Ext. Learning, 294-4247
2. Athletics matters – Department of Athletics, Athletic Director, 294-4213
3. Criminal matters –Maintenance Director/Office of Public Safety, 294-4312
4. Employment matters – Human Resources, 294-4229 or 294-4232
5. Financial matters –Dean of Finance and Administrative Services, 294-4237
6. Legal matters – President's Office, 294-4221
7. Student matters – All matters involving students, in the non-student-employment setting, not covered by the offices listed above – Assistant Dean of Students, 294-4230
8. All other matters – President's Office, 294-4221

- B. Supervisors who receive protected disclosures are required to contact the appropriate office listed in Procedure for Reporting Violations.

II. Individual Responsibilities

- A. Be knowledgeable about this policy.
- B. Report violations or suspected violations of the policy to the individual's direct supervisor or to the appropriate administrator or office as noted above.

III. Unit/Department Responsibilities

- A. Familiarize employees, students, and volunteers with this policy and incorporate into your orientation materials.
- B. Transfer findings of wrongful conduct or false allegations to be maintained by the appropriate office in the individual's personnel file.

IV. Human Resources Department Responsibilities

- A. Accept and investigate protected disclosures regarding employment matters.
- B. Accept and investigate complaints of retaliation for making protected disclosures.
- C. Provide training for managers and units about this policy.
- D. Provide information about this policy during new employee orientation and periodic professional development training.

Cell Phone Use and Texting While Driving Policy 2.18

Employees whose job responsibilities include regular or occasional driving or operation of equipment are expected to refrain from using their telephone or texting while driving or operating equipment on college business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or sending or receiving text messages. Telephones may be kept in the

“on” position and return calls or text messages can be made only at zero energy. In the event that an employee receives a call or text message and wishes to return the call or text, the employee will wait until it is safe and only exit the roadway where there is plenty of room to pull over. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their telephone while driving on college business will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, up to and including termination.

Personal Appearance Policy **2.19**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Glen Oaks Community College presents to students and visitors. The College employee is required to use good judgment in their choice of work attire.

Managers and supervisors are responsible for interpreting acceptable dress standards in their area of responsibility. This includes counseling employees whose appearance and/or personal cleanliness is inappropriate. If you have questions regarding appropriate appearance standards, contact your supervisor.

Section 3

Employment and Payroll Procedures

- 3.1 Employment Status Categories
- 3.2 Vacancies
- 3.3 Issuance of Administrative Appointments
- 3.4 Employee Performance Appraisals
- 3.5 Background Check Procedure
- 3.6 Job Descriptions
- 3.7 Work Hours
- 3.8 Flexible Work Arrangements (FWA)
- 3.9 Absences
- 3.10 Overtime Provisions
- 3.11 Payroll Period and Pay Dates
- 3.12 Payroll Deductions
- 3.13 Compensation Philosophy
- 3.14 Compensatory Time-Off Procedure (GOSSE only)
- 3.15 Due Process
- 3.16 Employee Separation Process

Employment Status Categories

3.1

Employment status will be established at the time of employment as follows:

I. **Faculty Senate Members – As** defined in the Faculty Senate Collective Bargaining Agreement

II. **GOSSE Members – As** defined in the GOSSE Collective Bargaining Agreement

III. **Administrators/Others -**

A. Full-Time

Non-Exempt/Exempt Personnel – 32-40 hours per week worked

B. Three-Quarter Time

Non-Exempt/Exempt Personnel – 26-31.99 hours per week worked

C. Half Time

Non-Exempt/Exempt Personnel – 20-25.99 hours per week worked

D. One-Quarter Time

Non-Exempt/Exempt Personnel – 10-19.99 hours per week worked.

E. Temporary Part-Time

Adjunct/Part-Time Faculty – Not eligible for benefits other than FICA and MPERS. If the employee works 30 hours per week or greater, as calculated according to the Patient Protection and Affordable Care Act (PPACA), they may receive benefits that meet at least the minimum standards according to PPACA.

Vacancies

3.2

Glen Oaks Community College complies with Equal Opportunity Employer hiring criteria.

Process to Request

Notice of Vacancies

Prior to posting for a job vacancy, a Personnel Requisition with an updated job description attached must be signed by the appropriate positions. Approving supervisor is responsible for obtaining all signatures, and then returning form to Human Resources. The College then prepares, publishes and distributes notices of vacancies. All notices of vacancy will be posted internally, when possible, prior to external posting or filling of the position. All notices of vacancy will contain the following: job title, specific area(s) of responsibilities, qualifications required per official job description, and documents to be submitted with required employment application. Human Resources and the hiring supervisor will determine the appropriate media to be used for posting.

Search Committee

The hiring supervisor will be the Search Committee Chairperson, unless that person holds a Dean level (includes Associate and Assistant), or higher, position. In this case, the hiring supervisor will select a Chairperson. The Chairperson, in consultation with the hiring supervisor and Human Resources, will select members for the Search Committee and ask those individuals to participate in the process. The Search Committee will be composed of no less than two (2) administrators and members from other various

employment groups, depending on the position being filled, to review applications, interview candidates, and recommend appointees for the vacancy. The Search Committee must have an odd number of members.

Selection Process

1. Search Committee meets to review applicants, and determines those to be interviewed. Validated transcripts of academic work, professional certificates, verified related work experience, and interviews are used by the Search Committee to document acceptability/eligibility of the applicants.
2. Search Committee Chairperson notifies Human Resources of applicants to be interviewed, along with, interview dates/times and location of interviews.
3. Human Resources sets up interviews, and then sends regret e-mail/letter to applicants not selected for an interview.
4. Search Committee Chairperson, along with the help of the Search Committee, develops interview questions to be asked. Chairperson submits questions to Human Resources for approval at least 24 hours prior to interview date. All Search Committees will use a rating system of 1-5 (1=very weak, 2=weak, 3-neutral, 4=strong, 5=very strong) for each question asked. Once the interview has ended, each member will tally their scores for the candidate.
5. After the interviews have concluded, the Search Committee will meet immediately to discuss and determine recommendations for candidates to move forward in the selection process.
6. Search Committee Chairperson notifies Human Resources, and the department's hiring Dean, of the top candidates chosen to receive a second interview. Such recommendations include a priority listing of preferred applicants with supporting rationale. Prior to the second interviews, the Chairperson will contact candidates' references and relay information to the hiring Dean and President.
7. The Chairperson works with the hiring Dean and President to set up the second interview. After the interviews have been scheduled with the candidates, Human Resources notifies those not receiving a second interview immediately.
8. The hiring Dean and President will determine the final candidate to be offered the position, and will notify the Chairperson and Human Resources.
9. The hiring supervisor will consult with Human Resources and the Dean of Finance to determine salary being offered to final candidate.
10. At this point, the hiring Supervisor will contact the final candidate to let them know of the final decision. The hiring Supervisor will discuss wages and start date with the final candidate, and let them know that the Human Resources Department will be following up with additional onboarding information. Human Resources will contact the candidate(s) not chosen to let them know of the decision.
11. Human Resources then contacts the final candidate to set up drug screen and discuss paperwork needing to be completed prior to beginning employment.

Issuance of Administrative Appointments **3.3**

A.) Initial Administrative Appointments for employees in the status categories noted in Section 3.1 (III) are to be signed by the President of the College within the framework of the budget and guidelines as established by the college for each position specified in the budget.

Administrators

Generally, each administrator will be given a statement of annualized salary in dollars, job title, and general employment expectations.

ORIENTATION PERIOD

A. Administrators

Orientation Process

Every new employee goes through an initial period of adjustment in order to learn about the College and about their work responsibilities. During this time the employee will have an opportunity to find out if they are suited to, and like, their new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial orientation period is twelve months.

During this time, new employees will be provided with training and guidance from their Supervisor. In addition, they may be formally evaluated from time to time. They may be discharged at any time during this period if their Supervisor concludes that they are not progressing or performing satisfactorily. Under appropriate circumstances, the initial orientation period may be extended.

At the end of the initial orientation period, the employee and their supervisor may discuss their performance. Provided their job performance is "satisfactory" at the end of the initial orientation period, they will continue in our employment.

PLEASE NOTE THAT THE SUCCESSFUL COMPLETION OF THE ORIENTATION PERIOD DOES NOT CHANGE THE AT-WILL STATUS OF EMPLOYEES.

Employees who have completed their orientation period–Will be subject to the Due Process for employment related issues.

Employees who are transferred/promoted to a new position after completion of the initial orientation period will be required to satisfy a subsequent 12 month orientation period subject to the conditions explained in the previous Orientation Process section.

C. Faculty and Support Staff – Refer to the appropriate collective bargaining agreement.

Employee Performance Appraisals **3.4**

The main objective of performance appraisals is to measure and improve the performance of employees and increase their future potential and value to the college. Other objectives include providing feedback, improving communication, understanding training needs, and clarifying roles and responsibilities.

The Performance Appraisal Committee, with members appointed from the various employment groups – Mid-level, GOSSE, and Faculty, will meet, as needed, to update Performance Appraisal forms and timing. Their recommendations will then go before the Leadership Council and various union leadership teams for approval.

Timing:

Administration - First evaluation at 60 days.
Second evaluation at 6 months.
Then, one evaluation once a year until the third year afterwards, one evaluation every three years, or as deemed appropriate by supervisor.

Faculty and Support Staff – Refer to the appropriate collective bargaining agreement for the performance appraisal process.

Background Check Procedure **3.5**

All offers of employment at Glen Oaks Community College are contingent upon clear results of a thorough background check. Background checks will be conducted on all newly hired employees, with the exception of student workers, rehired employees who have been absent from employment with the college for longer than two years, and on all employees who are promoted/transferred, as deemed necessary. All current employees as of March 31, 2011, are grandfathered in and background checks will not be performed unless there is reason to believe one is needed or the employee will be working with high school students or working in a school facility which serves K-12 students. Criminal fingerprint checks may be required if the applicant/employee works with K-12 students or a private or public school facility. In such a case, the Leadership Council will make a recommendation to have one done. Additionally, motor vehicle checks will be performed annually on those employees whose job duties require regular use of college-owned vehicles, and as needed on others transporting students for the college.

Background checks will include:

- Social Security validates the applicant's social security number, date of birth, and former addresses.
- Multi-County Criminal will be run on counties that applicants have listed on the release form. This will include counties of past residence for a period of up to seven years.
- National Sex Offender Search
- Personal and Professional References: Calls will be placed by the hiring supervisor to individuals listed as references by an applicant and others as may be necessary.
- Criminal Fingerprint Checks may be required for anyone working in a public or private K-12 school facility or with K-12 students.

The following additional searches will be required if applicable to the position:

- Motor Vehicle provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History confirms candidate's credit history. This search will be run for positions that involve management of Glen Oaks Community College funds and/or handling of cash.
- Prior Employment Verification confirms applicant's employment with the provided companies, including dates of employment, position held, and additional

information available pertaining to salary/wages, performance rating, reason for departure, and eligibility for rehire. This will be run on past two employers or five years, whichever comes first. For applicants that may be working with K-12 students, an unprofessional conduct check shall be conducted consistent with provisions of the Revised School Code.

- Educational Verification confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

Procedure

After a verbal employment offer is made, the chosen candidate must complete the Pre-Employment Investigation Authorization form, as well as any others required by the employment screening vendor, and return it to the Human Resources Department. The chosen candidate is not to begin work prior to the hiring manager receiving approval from Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and an employment screening service, in conjunction with the College, will conduct the check. A designated Human Resources representative will review all results.

The Human Resources representative will notify the hiring manager regarding the results of the check. In consultation with the affected position manager, appropriate management, and legal counsel, a decision is made regarding the individual's suitability for employment in the position. Consideration will be given to any state or federal restrictions, the nature of the crime, the time elapsed, and the nature of the job. All conviction records shall be reviewed by the President prior to commencing work. This list is not inclusive, but is intended to illustrate the decision-making criteria. If the decision is not to hire or promote, the individual will be informed, and offered the opportunity to challenge the accuracy of the record, or document there has been a change in disposition, or to explain mitigating circumstances or rehabilitation, with documentation and references. The individual may appeal an unfavorable decision in writing to the President of the College. The decision of the President is final.

If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements. The Human Resources representative will be responsible for handling such FCRA requirements as necessary. Glen Oaks Community College will follow all applicable FCRA requirements throughout the background check process. Any questions regarding FCRA must be directed to the Human Resources Department.

Background check information will be maintained in a file separate from employees' personnel files.

Glen Oaks Community College reserves the right to modify this procedure at any time without notice.

Job Descriptions

3.6

Job descriptions are developed and maintained on every Administrative position. Descriptions are general in nature and typically include the essential functions, other job responsibilities and minimum qualifications.

Job descriptions are reviewed and updated regularly and changes will be made as needed. Any new job description or any substantive changes made to an existing job description will be reviewed by the appropriate dean level position and approved by the President. Human Resources will maintain the job descriptions.

Work Hours **3.7**

Glen Oaks offices will generally be staffed from 8:00 a.m. to 4:00 p.m. Monday through Friday. Employees are expected to be at their work site at the time arranged with their supervisor(s). A one hour paid lunch is included in the employee's 8 hour workday. However, for purposes of overtime calculation under the Fair Labor Standards Act (FLSA), the one hour paid lunch does not count towards hours worked.

ABSENCES MUST BE REPORTED AS SOON AS POSSIBLE.

GOSSE members, please refer to your collective bargaining agreement for information related to hours of work and break/lunch times.

Flexible Work Arrangements (FWA) **3.8**

Flexible work arrangements allow the College to meet institutional needs, improve unit productivity, or improve services to students by allowing the work schedule of employees to be modified. Use of FWAs must not decrease a unit's productivity, increase staffing costs, or otherwise adversely affect the operations or services provided by the College. Flexible work arrangements should not be confused with work schedules requiring flexibility in workday or workweek hours for maximum unit efficiency, productivity, avoidance of overtime, or the unusual schedule requirements of a specific position.

Flexible work arrangements may include:

- **Flexible schedule** – a full-time work schedule within the fourteen-day pay period where the daily work schedule and hours worked may vary from day to day. Flexible work schedules must be put in writing and must be approved by the supervisor.
- **Compressed schedule** – a full-time work schedule within the fourteen-day pay period compressed into fewer than ten (10) working days on a regular basis.

A compressed schedule is not available to administrators who, by the nature of their positions as leaders of the College, are often required to work more than the standard workday and who may be required to work evenings and/or weekends.

A compressed schedule may be available to administrative staff based on the needs of the unit and the College. Such schedules are not available solely for the benefit or convenience of the employee. All compressed scheduling arrangements will be put in writing and approved by the supervisor, Dean, and President. A signed copy of the agreement will be given to the employee and a copy placed in his/her personnel file.

- **Telework schedule** – a full-time work schedule within the fourteen-day pay period in which some or all hours worked are completed at a place other than the

College campus, on a regular basis. Full-time telework arrangements must be put in writing and must be approved by the supervisor, Dean, and President.

With the supervisor's prior approval, the employee may work from home for brief, temporary periods of time, for example, when an employee is on sick leave and is able to work a varying number of hours per day. These arrangements only need immediate supervisor and Dean approval, and the hours worked versus hours used for sick leave must be accounted for on the pay period exception report.

All FWAs will be reviewed prior to the completion of the approved period to determine if they are still meeting the objectives originally established. FWAs may change or be terminated at anytime to meet the needs of the institution, with appropriate notice to the employee.

GOSSE members, please refer to Article V of your collective bargaining agreement for information related to hours of work.

Absences

3.9

Prior to taking a leave of absence for purposes of vacation, personal leave, military or jury duty, or other planned absence, an employee should seek approval from their immediate supervisor. Prior approval would not apply in the case of an emergency. For additional information, please refer to Section 4.

All employees are expected to work on a regular and consistent basis, completing their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following review of the employee's absenteeism and overall work record.

Any employee who does not call or report to work for three consecutive work days will be considered to have voluntarily resigned employment at Glen Oaks. Supervisors experiencing this situation should contact Human Resources immediately.

Overtime Provisions

3.10

GOSSE members, please refer to your collective bargaining agreement.

Salaried employees whose compensation (salary plus other bonuses/compensation) falls below the threshold defined by the federal government for their particular work duties, will be entitled to overtime (at 1.5 times the calculated hourly rate) for hours worked over 40 per week. Under FLSA, hours worked does not include the one hour paid lunch or any leave/holiday time/college closure. Those falling into this category will be notified and required to complete an online time card for each pay period.

All overtime hours must be kept to a minimum, and must be approved by the department director prior the hours being worked. When possible, and where it makes business sense, a modified work schedule (i.e. work hours) should be used to avoid overtime hours.

Payroll Period and Pay Dates

3.11

Payroll is processed bi-weekly on Fridays, and employees, except non-exempt employees, are paid to-date. Vacation and sick time used will be adjusted monthly. Employees can access their pay advice on the Glen Oaks Web Advisor for employees.

Identified Salaried and all GOSSE employees must submit an electronic time card to their supervisor every pay period through WebAdvisor, indicating any vacation, personal, and sick time they have used. Supervisors must approve the electronic time cards through WebAdvisor.

Tampering, altering, or falsifying time records or recording time on another employee's time record is strictly prohibited and may result in disciplinary action, up to and including termination.

Payroll Deductions

3.12

Deductions from an employee's gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required by law, court order or other legally compelling influence on payroll. Voluntary deductions are those requested by employees to be made on their behalf and may include medical, dental or vision insurance, tax-sheltered annuities, etc. Voluntary deductions will not be made without the employee's written request or authorization and approval in advance from the Human Resources office and/or Business Services office.

Compensation Philosophy

3.13

The Compensation Philosophy of the College is to fairly compensate all employees. The compensation is based on performance and years of experience in the position. In some cases, starting salaries/wages are established by union contract. All recommendations are subject to approval by the President.

Compensatory Time Off Procedure (GOSSE Only)

3.14

Overtime shall be paid in cash or taken as compensatory time which shall be earned at one and one-half (1 ½) times the overtime hours worked, as mutually agreed to by the employee and the supervisor. The use of accrued compensatory time shall be subject to the approval of the immediate supervisor. Compensatory time (accumulated at one and one-half (1 ½) times the number of hours worked) that is not taken as scheduled time off shall be paid at the employee's regular rate of pay. Overtime work shall be scheduled by the employer, except in the case of emergency and must be authorized by the employer in advance.

Article V, Section F of the Glen Oaks Support Staff Collective Bargaining Agreement

Employees must be permitted to use compensatory time off within a "reasonable period" after making the request, if such use does not "unduly disrupt" the operations of the employer. A reasonable period is determined by considering the customary work practices within the agency based on the facts and circumstances in each case. Such practices include, but are not limited to: (1) normal schedule of work, (2) anticipated peak of workloads based on past experience, (3) emergency requirements for staff and services, and (4) the availability of qualified substitute staff. 29 CFR 553.25(c). Unduly disrupt does not mean mere inconvenience to employer, but rather reasonable and good

faith anticipation that the employee's absence would pose an unreasonable burden on the employer's operations. 29 CFR 553.25(d).

The College will follow the recording procedures noted below:

- 1.) Supervisors will timely notify the Human Resources Department of the amount of compensatory time earned for an employee and the date on which it was earned. The Human Resources Department will then enter the leave into the employee's compensatory time bank.
- 2.) Employees will record the use of compensatory time on their time card in the same pay period in which it was used.
- 3.) The number of hours of compensatory time compensated in cash, including the total amount paid and the date of such payment, will be recorded in the payroll system at the time it is paid out to the employee.

Employees are allowed to accrue up to 280 hours of compensatory time.

Employees will be compensated for compensatory time at termination of employment, or upon termination from employment within the GOSSE classification, at the higher rate of (1) the employee's final/current regular rate, or (2) the employee's average regular rate for the last three years of the employee's employment.

Due Process

3.15

Employees will perform their assigned job and comply with college policy, rules, regulations and policies of the college and the law. The President, or designee, will administer appropriate disciplinary action resulting from misconduct by employees. Such action will be in accordance with established personnel procedures.

Each violation of employment policies, procedures or standards will be dealt with on an individual basis considering all the circumstances involved in the incident. Additionally, the impact on students, co-workers and the community, as well as the general image of Glen Oaks, will be considered in disciplinary actions. Therefore, there may be incidents which are deemed serious enough that immediate suspension or termination will take place. In other circumstances, the progressive discipline and/or corrective action procedures listed below may be followed.

Please note that the following progressive disciplinary/corrective action process does not modify the at-will status of employees. Additionally, progressive discipline/corrective action steps may be skipped or combined if deemed appropriate by the college.

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with the College's values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Glen Oaks Community College reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the

offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on the College.

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor or appropriate Dean to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor/Dean should discuss with the employee the nature of the problem or violation of College policies and procedures. The supervisor/Dean is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Thereafter, the supervisor/Dean will prepare written documentation of a step 1 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed.

Step 2: Written Warning

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, Glen Oaks Community College recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

During step 2, the immediate supervisor and appropriate Dean or director will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues, as well as, any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued if the situation merits. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and Final Written Warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the appropriate Dean and President.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Non-exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is

reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status. It will be within the discretion of the President to suspend any employee with or without pay.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Glen Oaks Community College will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Glen Oaks reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment should be done in conjunction with the Human Resources Department and must be approved by the appropriate Dean and the President.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Glen Oaks Community College and its employees.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. By way of illustration and not limitation, acts such as theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file in the Human Resources Department.

Employee Separation Procedure 3.16

In the event that an administrative employee chooses to terminate his or her employment with the college, they are asked to submit a letter of resignation to their supervisor stating their last date of employment and reason for leaving. A two-week notice of resignation is requested (not required), if possible. The supervisor will notify and forward the letter of resignation to the Human Resources Office. A letter of

resignation for regular retirement should be submitted three months in advance to allow for planning.

Accrued/earned and banked vacation will be paid out in one lump sum on the final paycheck to a maximum of 14 days for employees with less than one (1) year of service, and 25 days for employees with more than one (1) year of service. Vacation time used in excess of what has been earned will be deducted from the employee's final paycheck. Vacation time payout is calculated by subtracting unearned vacation time (on a pro-rated basis) from the employee's current vacation balance. Vacation time taken in excess of three (3) days immediately prior to the resignation dates is prohibited.

The resigning employee may be invited to schedule an exit interview with the Human Resources Office to assure proper handling of personal and business matters. The employee will return all college-owned property and settle any indebtedness to the college prior to their last day of employment. The employee will be required to return all college keys, parking permits, technology, and charge card (if one has been issued in the employee's name).

Information provided on the exit interview questionnaire and during the exit interview may be shared with appropriate individuals in order to improve employment conditions at Glen Oaks.

Release of any employee information to prospective employers will require written permission from the employee. Information provided is limited to dates of employment and position(s) held, unless otherwise provided by law.

Reference check calls received by supervisors should be forwarded to Human Resources.

Faculty Senate and GOSSE members please refer to your collective bargaining agreements.

Section 4

Employee Benefits

- 4.1 Employee Benefits Eligibility
- 4.2 Group Health, Dental and Vision Coverage
- 4.3 Cash In Lieu of Health (ILOH)
- 4.4 Continuation of Insurance (COBRA)
- 4.5 Flexible Pre-Tax Benefit Plan (IRS Section 125)
- 4.6 Life Insurance
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Employee Benefits Eligibility

4.1

Administrators:

Full-Time Personnel (Employees working 32-40 hours per week)

Will receive 100% leave benefits and pay group insurance premiums as outlined by the College.

Three-Quarter -Time Personnel (Employees working 26-31.99 hours per week)

Will receive 75% of the available leave benefits. Group insurance premiums will be calculated as follows: 75% of illustrative rate will be employer paid; 25% of illustrative rate will be employee paid.

Half-Time Personnel (Employees working 20-25.99 hours per week)

Will receive 50% of the available leave benefits. Group insurance premiums will be calculated as follows: 50% of illustrative rate will be employer paid; 50% of illustrative rate will be employee paid.

One-Quarter - Time Personnel (Employees working 10-19.99 hours per week)

Will receive 25% of the available leave benefits. Group insurance premiums will be calculated as follows: 25% of illustrative rate will be employer paid; 75% of illustrative rate will be employee paid.

Bargaining Unit Members

Those persons covered by a negotiated agreement will receive group insurance and leave benefits as outlined in the negotiated collective bargaining agreement.

Other Affected Employees

Those employees working 30 hours per week or greater, as calculated according to the Patient Protection and Affordable Care Act (PPACA) may receive benefits that meet at least the minimum standards according to PPACA.

All Employees

The College will follow the regulations set forth in the PPACA with regard to health insurance benefits, eligibility, and cost.

Group Health, Dental and Vision Coverage

4.2

Group health, dental and vision coverage will be provided as one of the benefits extended by the college for eligible employees. Detailed information on these plans is available in the Human Resources Office.

Coverage is effective on the first day of employment, and continues until the last day of employment.

Participants may elect to have single, two person, or family coverage for health, dental and/or vision coverage. The fee for coverage for group health, dental and vision coverage may be deducted from the employee's paychecks on a pre-tax basis. Contact Human Resources for rate information.

Adding Eligible Dependents to the Health Plan

Upon hire, employees will receive information regarding the specific health, dental and vision plans available and the necessary enrollment forms that must be completed and returned to the Human Resource Office. At this time, employees have the opportunity to enroll eligible dependents in the health plan.

If an employee declines to enroll an eligible dependent or dependents because the dependent has other group health insurance coverage and the dependent later loses eligibility for this other group coverage, the employee may enroll the dependent(s), following a qualifying event, provided that the request is made within 30 days after the other coverage ends.

If an employee acquires new dependents as a result of a qualifying event, such as marriage, birth, adoption, placement for adoption, they may enroll new eligible dependents provided the request is made within 30 days of the qualifying event.

Examples of events that qualify for a special enrollment are listed below.

1.) A loss of eligibility for group coverage under another plan may be due to:

- Legal separation of marriage
- Divorce
- Death
- Termination of employment
- Reduction in hours
- Employer contribution towards coverage terminates

2.) Termination of COBRA benefits

3.) A change in family status due to:

- Marriage
- Birth of a child
- Adoption or placement for adoption

4.) A change in job status:

- Part-time to full-time
- Full-time to part-time

5.) Significant change in employer contribution

6.) Employee returns from a leave of absence

Dropping Dependents from Medical, Dental and Vision

Employees can drop dependents once a year during the open enrollment, and the change would be effective September 1 of that year. Employees may not drop dependents in the middle of a plan year without a qualifying event. If an employee experiences a qualifying event (see above), they must notify Human Resources within 30 days of the qualifying event. An employee may also drop coverage for themselves or a dependent mid-year if they obtain other medical, dental, or vision insurance.

Rate Information

Current insurance rate information can be obtained by calling Human Resources. Employees covered by a negotiated agreement will receive insurance benefits as provided and outlined in the collective bargaining agreement.

Cash in Lieu of Health Insurance (ILOH) 4.3

Employees who are eligible to receive health insurance benefits, may elect to waive health insurance coverage (provided they have other coverage available and provide proof of other coverage). Employees waiving health insurance for their dependents will receive \$2,100 per year. A single person with no qualified dependents and part-time employees will not be eligible to receive this benefit. Employees waiving health insurance for themselves and their dependents will receive \$4,200 per year. This will be prorated accordingly based on hire/termination dates. The monthly "Cash in Lieu of" is considered taxable income.

Those persons covered by a negotiated agreement, please refer to the appropriate negotiated collective bargaining agreement.

Continuation of Insurance (COBRA) 4.4

COBRA, the Consolidated Omnibus Budget Reconciliation Act, is a federal law that requires most employers sponsoring group health plans to offer temporary extension of health care coverage at 102% of full group rates under circumstances in which the coverage would otherwise end. Employees who lose group coverage because of termination of employment for reasons other than gross misconduct are entitled to continuation. Glen Oaks Community College engages a third party administrator to administer COBRA benefits. Additional information regarding COBRA can be located on the web at www.dol.gov.

Flexible Pre-Tax Benefit Plan (IRS Section 125) 4.5

Glen Oaks offers a Section 125 Flexible Spending Account regulated by IRS guidelines and administered by a third party administrator. This is a voluntary program in which employees elect to have money taken out of their paycheck on a pre-tax basis and placed into a secured account for future use for eligible expenses (as determined by the IRS). Enrollment in this program is updated annually during open enrollment period or at the beginning of employment.

There are three types of plans with the Flexible Spending Account: Health Premium Contribution, Medical Care (limited to dental/vision/preventative when used with a High Deductible Plan (H.S.A.)), and Dependent Care. Once an enrolled employee has incurred a covered expense, they may submit the proper documentation for reimbursement. Any money left in the account at the end of the year is forfeited to the College.

Please contact the Human Resources Office for additional information and to determine eligibility.

Life Insurance

4.6

Basic Life Insurance

Glen Oaks provides basic life insurance for employees. The life insurance plan provides financial protection for your beneficiaries by paying a benefit on the event of your death. The amount your beneficiary receives is based upon the amount of coverage in effect prior to your death according to the terms and provisions of the plan. Please contact Human Resources for benefit amount information.

Accidental Death and Dismemberment (AD&D)

Glen Oaks provides AD&D coverage for eligible employees in an amount equal to the benefit amount provided under the basic life insurance plan.

Supplemental Life

Eligible employees can purchase additional term life and AD&D insurance on themselves, their spouse, and/or eligible dependent children. Premiums for this coverage will be payroll deducted. Proof of insurability is required on those individuals requesting coverage above the guaranteed issue amount. For rate and enrollment information, contact Human Resources.

Long-Term Disability

4.7

Glen Oaks provides long-term disability benefits for eligible employees with an elimination period of 90 or 120 calendar days (depending on employee group) before disability benefits are paid. The eligible employee is paid 66 2/3 percent of their basic monthly earnings until age 65 (or based upon the maximum benefit period set forth by the carrier), not to exceed the maximum monthly benefit amount.

Worker's Compensation

4.8

Worker's compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the college. It is the College's expectation that all employees will adhere to any and all safety rules and mechanisms set forth by the College. An employee who is injured on the job, or whose injury or illness is directly related to the performance of job duties, regardless of severity of the injury or illness has the right to report the work-related injury or illness, and should:

- Seek appropriate medical attention.
- Report the occurrence to their immediate supervisor and complete an Incident Report providing details of the occurrence.
- Report the occurrence to the Human Resources department.

All incidents should be reported immediately, or as soon as the employee becomes aware of the injury/illness, as outlined above.

Employees who have questions concerning the payment of worker's compensation benefits are encouraged to contact the Human Resources office.

Leaves and Absences

4.9

Vacations:

Administrators with less than one (1) year of service will earn fourteen (14) vacation days prorated based on hire date during the first year in addition to scheduled holidays. A maximum of fourteen (14) earned vacation days may be accumulated. Days in excess of fourteen (14) earned days will be forfeited on June 30th.

Administrators with more than one (1) year of service will earn nineteen (19) vacation days during their second year of employment in addition to scheduled holidays, and will earn twenty-five (25) vacation days in addition to scheduled holidays beginning their third year and going forward. A maximum of forty-six (46) earned vacation days may be accumulated. Days in excess of forty-six (46) earned days will be forfeited on June 30th.

If an administrator, with more than one (1) year of service leaves the institution or transfers to faculty status, they will be paid for the unused portion at their current salary to the maximum of twenty-five (25) days (fourteen (14) days for administrators with less than one (1) year of service).

Administrators will have the right to choose the time of their vacation with the approval of their immediate supervisor. Approval will not be withheld except for good and sufficient reason. Requests and approvals will be made in accordance with the needs of the college.

Employees transferring from a GOSSE position into an Administrative position will have their Vacation Bank time converted into vacation hours on a dollar value based on the employee's prior wage as a GOSSE member and new wage as an Administrator.

Sick Leave: Each full-time administrator will be credited with twelve (12) sick days per year, with no maximum accumulation. The amount is prorated during the first year of employment based on hire date. In addition to personal illness these days will be available for the following:

Illness of the immediate family: The immediate family will include: spouse, dependent children (including step or adopted), parents, and dependent members of the employee's household.

If employee uses 3 or more consecutive sick days, a doctor's slip must be submitted to the Human Resources Department the day of return and the leave may qualify under FMLA.

Medical Absence: Each administrator will be allowed up to four (4) hours in a day for medical, vision, and dental appointments. If an employee misses more than four (4) hours in a day for medical, vision, and/or dental appointments, all time missed must be claimed using available leave time. Time used as appointments for spouse and legal dependents must be charged to personal business, vacation, or sick leave as indicated by the administrator. Employees are allowed up to sixteen (16) occurrences under this benefit annually (July 1-June 30), and must report such absences on their time card.

Bereavement: Each administrator will be allowed up to five work days bereavement leave, in the case of the death of any of the following: spouse, children/step/adopted,

parents, grandparents, brothers/sisters, of employee and spouse. Employees are required to indicate on the affected time sheet(s) their relationship to the person for which they are claiming bereavement time. For bereavement situations not covered above, employees will use available leave time.

Personal Business: Each full-time administrator will be allowed three (3) personal business days per year. Prior arrangements for this leave must be made with the immediate supervisor. Personal business days are non-cumulative.

Military Duty: Absence and return to work will be allowed in accordance with State and Federal law. Employees requesting military leave should send a copy of their orders along with a memo requesting military leave or to Human Resources. Employees on Military Leave will not receive compensation from Glen Oaks during their time of absence.

Administrative Leave: Full-time administrators who have been employed in an administrative position at Glen Oaks for a period of five (5) full years may apply for administrative leave. An administrator may be granted an administrative leave for a period up to one (1) year by the Board of Trustees, upon the recommendation of the President. The purpose of the administrative leave must be directly related to the institutional goals and objectives and may include professional study, work on publications, educational travel, or travel combined with study. If granted leave, the administrator may be on leave up to one-half year (130 work days counting vacation and paid holidays) at full salary or for a period from six (6) months up to one (1) year at one-half salary. Other fringe benefits will continue while in administrative leave status. If an administrative leave is granted for 130 days that are not consecutive days, the President must approve the days that will be taken. Fringe benefits will be continued during the leave.

The administrator will submit a request to the President six (6) to twelve (12) months prior to the commencement of the leave. At the time of request, the administrator must submit a detailed plan in writing to the President.

An administrator granted administrative leave will not engage in remunerative work while on leave without the approval of the President. Scholarships and grants which do not interfere with the program of professional improvements are accepted.

The administrator must agree to return to Glen Oaks for at least one (1) year after the administrative leave to the same position (or other position by prior mutual agreement) or return the pay received during the leave.

In case more applications are received than can be approved, precedence will be in order of seniority and/or date of application. No more than one (1) administrative leave will be granted in any year.

Other Leaves: Leaves of absence for an extended period of more than thirty (30) calendar days may be granted to full-time administrators by the Board of Trustees upon the recommendation of the President. Leaves granted under this provision are in a no-pay, no-fringe status (health coverage may be continued at the administrator's expense). Administrators will be reappointed to the position occupied before said leave.

Jury Duty: An administrator who is summoned and reports for jury duty or is subpoenaed and reports as a witness in any judicial hearing will be paid at his/her regular salary rate. Employees must submit their jury duty orders to the Human Resources Department.

Holidays and Winter Recess **4.10**

New Year's Day and 1 day before or after
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day before and after
Christmas Day and 1 day before
The days between Christmas and New Year's Day

If a holiday listed above falls on Saturday or Sunday, the previous Friday or following Monday will be granted as a holiday at the discretion of the President.

Due to personal safety concerns, no employees are allowed on campus when the College is closed. There may be instances where exceptions are granted, but approval from the Dean of Finance and Administrative Services or President must first be obtained.

Family and Medical Leave (FMLA) **4.11**

Family and Medical Leave Act / Policy

The Federal Family and Medical Leave Act (FMLA) permits an eligible employee to take up to twelve (12) weeks or four hundred eighty (480) hours of unpaid leave in a rolling twelve (12) month period for the reasons described below.

I. Eligibility

Eligibility for FMLA is conditioned upon the following:

- a. The employee must have worked for Glen Oaks for at least twelve (12) months prior to the commencement of the leave;
- b. The employee must have worked for at least twelve hundred fifty (1,250) hours in the twelve (12) months immediately preceding the leave not counting paid time off.

II. General Provisions

In accordance with the FMLA, Glen Oaks will grant eligible employees up to twelve (12) weeks or four hundred eighty (480) hours of unpaid leave during the rolling twelve (12) month period for one or more of the following reasons:

- a. The birth and care of a newborn;
- b. The placement for adoption or foster care of a child with the eligible employee and to care for that child;
- c. To care for an employee's family member (spouse, son, daughter or parent) with a serious health condition that requires on-site care or supervision by the employee;
- d. Due to the employee's own serious health condition that requires the employee's absence from work.

- e. Because of a qualifying exigency arising out of the fact that your family member (spouse, son/daughter, or parent) is on covered active duty or call to covered active duty status with the Armed Forces.
- f. Because you are the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

III. Definitions

-“Son or Daughter” means a biological, adopted or foster child, a stepchild, or a child of a person under eighteen (18) who is under the care of the employee or age eighteen (18) or older who is incapable of self-care. FMLA leave relating to the birth and care of newborns or placement must be commenced within a year of the birth of the child or the placement;

-“Family Member” includes children, parents, but not in-laws;

-“Spouse” means a husband or wife as recognized by the State of Michigan or the state where the employee resides;

-“Health Care Provider” means Doctors of medicine or osteopathy. Podiatrists, dentists and clinical psychologists are also considered Health Care Providers.

-“Serious Health Condition” means an illness, injury, or physical or mental impairment that involves either:

- Any period of incapacity or treatment connected with in-patient care (i.e., an overnight stay at the hospital, in a hospital, hospice, or residential medical care facility, and any subsequent treatment in connection with such inpatient care;
- Continuing treatment by a health care provider which includes any period of incapacity;
- A health condition lasting three (3) or more consecutive days and subsequent treatment relating to the same condition;

- A chronic, serious health condition which extends over a period of time, requires periodic visits to a health care provider, and may involve occasional episodes on incapacity (like Asthma or Diabetes);

IV. Application for Leave

Glen Oaks is responsible for FMLA designation. Glen Oaks will determine FMLA eligibility and notify the employee that leave will be designated as FMLA leave.

The employee will provide Glen Oaks with at least thirty (30) calendar days notice before the FMLA leave is to begin. If the need for the leave is unforeseeable thirty (30) days in advance, the employee is required to provide notice when feasible. The employee should provide medical certification before the leave begins when foreseeable. The employee is responsible to apply for and notify the Human Resources Department of the need for the leave, the anticipated duration of the leave, and to provide the appropriate paperwork. The employee is required to provide the reason for the leave request to allow Glen Oaks to determine if the leave qualifies for FMLA leave.

If you take leave because of your own serious health condition (except in cases of intermittent leave), you are required to provide medical certification that you are fit to return to work. Employees failing to provide return to work authorization will not be entitled to reinstatement.

The taking of another job while on leave may lead to disciplinary action up to and including termination of employment.

V. Intermittent Leave

Intermittent leave will be granted if medically necessary for an employee's own serious health condition or to care for a family member with a serious health condition. Medical certification or documentation of the need for the leave on an intermittent basis will be required.

VI. Substitution of Paid Leave

Glen Oaks requires employees to exhaust all paid sick/vacation leave concurrently with FMLA leave. An employee is allowed to retain 24 hours of their total sick/vacation time while on FMLA.

VII. Medical Certification

Medical certification will be required for any request for use of FMLA leave for an employee's own serious health condition or to take care of a family member with a serious health condition. The employee is responsible for providing complete medical certification within fifteen (15) calendar days of the request. Failure to provide the requested certification may result in the denial of leave.

If Glen Oaks has reason to question the medical certification, the company may elect to seek a second opinion from a health care provider of their choosing at Glen Oaks' expense. If the second opinion conflicts with the first opinion, Glen Oaks may seek a third opinion. The third opinion will control.

Glen Oaks may ask for re-certification which is provided at the employee's expense.

VIII. Continuation of Benefits

During the approved FMLA leave, Glen Oaks will continue an eligible employee's health and other benefits at the same level and under the same conditions had the employee continued to work. Employees are required to pay their share of medical premiums during the leave. The employee using unpaid leave will be required to indicate on the FMLA request form how they intend to pay their share of premiums during the unpaid absence. Glen Oaks reserves the right to discontinue benefits if the premiums are not paid.

IX. Return to Work

Upon return to work after the FMLA leave, an employee will be returned to the same or equivalent position as the one held immediately prior to the absence except where restoration will cause substantial economic injury to the College. Also, Glen Oaks may refuse to reinstate certain highly compensated "key employees" after using a FMLA leave.

Retirement Programs

4.12

New Full-Time Faculty and Full-Time Administrative employees may elect to participate in either the Michigan Public School Employees' Retirement System (MPERS) or Teachers Insurance Annuity Association/College Retirement Equity Fund (TIAA). All

other employees will automatically be enrolled in MPSERS. The college will pay the full cost of retirement contributions.

New Full-Time Faculty and Full-Time Administrative employees have 90 days from their date of hire to make a retirement plan selection. The retirement plan selection is a one-time election and employees cannot later select the other plan. If an employee does not make a plan selection within the 90-day enrollment period, Glen Oaks will default the employee to the Michigan Public School Employees Retirement System (MPSERS). A default to MPSERS will be considered the employee's one-time plan selection.

MPSERS is a defined benefit plan that provides a pre-set amount of retirement income that is guaranteed and predictable. The retirement benefit is determined using a formula, which takes into account the employee's highest three or five years of MPSERS taxable wages and their years of service.

TIAA is a defined contribution plan. The college will contribute a certain percentage of the employee's salary each month into individually owned retirement annuity accounts. The employee decides how to allocate these combined contributions among TIAA's fixed (guaranteed) annuity and CREF's investment accounts. The results of the employee's participation in these options will determine the size of their overall accumulation and the amount of retirement income they will receive.

Employees who wish to contribute additional pre-tax money toward retirement can participate in a tax-sheltered annuity. Contact the Human Resources Department for additional information on additional tax sheltered annuity options.

Enrollment in Glen Oaks Classes

4.13

The College provides tuition waivers for eligible employees following six (6) months of employment. For eligible full-time employees, their spouses, and dependent children (including the natural-born or adopted child of the employee, and the step-child of the employee who is claimed by the eligible employee as a dependent for federal income tax purposes), the benefit is equal to 100% of the academic course tuition charge. The benefit for eligible part-time employees (at least 50% Full-Time Equivalency), their spouses, and any dependent children of the employee (according to the language stated above), is equal to 50% of the academic course tuition and fee (except for course fees and those associated with competitive degrees/certificates (Nursing and Allied Health)) charge. Eligible employees are those belonging to the Administrative, Faculty Senate, or GOSSE classifications. For employees and dependents, all fees (except for course fees and those associated with competitive degrees/certificates (Nursing and Allied Health)) will be waived. This tuition waiver benefit does not apply to Business Services courses and seminars. Glen Oaks will pay for a given course one time only, provided that a grade of "C" or better is attained. Employees will be required to sign a document agreeing to pay back to Glen Oaks through payroll deduction the amount of tuition and fees for a course where a grade of "C" or better is not attained.

Prior to the semester in which course(s) is being taken, all eligible employees and their dependents planning to use this benefit must visit the Financial Aid Office in person to sign the appropriate forms authorizing this benefit, and complete the necessary registration procedures. The Financial Aid Office must obtain authorization with the

Human Resources Department before approving the tuition remission request. Employees are required to present proof of dependency to the Human Resources Office, including a prior year's tax return for a spouse and/or child.

Employees using this benefit are expected to schedule courses outside of their normal work hours. When a supervisor is requiring the employee to complete a course as part of a performance improvement plan, and it is only offered during work hours, an exception may be granted, and the employee will not be required to use vacation/personal time to cover missed work. However, if an employee is seeking, on their own initiative, to take a course either for work improvement or in pursuit of a job related degree, upon approval from the supervisor, the employee will be required to use vacation/personal time or a written flex time arrangement to cover work missed. In the event an employee is not satisfied with the supervisor's decision, they may make an appeal to either the appropriate Dean or President (whichever would be considered the next level supervisor for that employee).

Part-time instructors/staff/coaches, either hired directly by Glen Oaks as an employee or placed on assignment here by EduStaff, may take a total of one credit course tuition and fee (except for course fees and those associated with competitive degrees/certificates (Nursing and Allied Health)) free during the semester of part-time employment. This tuition waiver benefit does not apply to Business Services courses and seminars. Glen Oaks will pay for a given course one time only, provided that a grade of "C" or better is attained. The part-time instructor/staff/coach will be required to sign a document agreeing to pay back to Glen Oaks through payroll deduction the amount of tuition and fees for a course where a grade of "C" or better is not attained.

In all cases, those eligible for the tuition remission benefit are allowed to take a course on an audit basis, and will not be required to pay back the tuition and fee cost when issued a grade of "V".

Work-study students and departmental assistants are not eligible.

Employees covered by a negotiated agreement will receive tuition waiver benefits as outlined in the negotiated collective bargaining agreement.

Tuition Reimbursement Policy 4.14

GOCC has established a tuition reimbursement program to help eligible employees improve job skills and enhance opportunities for advancement. This program is open to eligible employees who wish to voluntarily pursue educational courses on training from an accredited college, university, or trade school for both credit and extended education courses. The tuition reimbursement program is administered by Human Resources. This program is contingent upon the annual appropriation of funds for this purpose and is subject to change at any time.

Eligibility

- Regular full-time employees
- Employees on a leave (unless specifically approved for an educational leave) are not eligible for this benefit.
- Completion of a minimum of one year of employment as a regular status employee.

Course Requirements, Other Provisions

- Course must be from an accredited college, university, or trade school.
 - Course must be for credit or extended education purposes. Audited classes are not eligible.
 - Course must be directly related to employee's current job or deemed to increase the employee's knowledge skills and abilities to potential advancement opportunities within the college.
- OR
- The course must be required to fulfill specific requirements for a degree program that the employee is currently enrolled in and the degree program is related to the employee's job or to a position available within the college.
- Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.
 - Under special circumstances, the President may authorize an employee to attend classes during normal working hours; however, it is the responsibility of both the individual employee and the supervisor to ensure that the employee makes up all lost time.

Process

- The employee should meet with his/her supervisor and in some cases Human Resources to request consideration for tuition funding. If applicable, employee should complete the Degree Application and Approval Form.
- Prior to registration, employee is required to complete a Course Schedule Approval Form and submit the form to Human Resources with course description(s) for individual classes. Alternatively, if enrolling in a degree program, the employee is required to submit an outline of all courses required (along with corresponding descriptions) for advance approval of the degree program. Once the degree program is approved, the employee will follow the process for individual classes with the exception of providing course description(s) as the courses will be approved in advance.
- After approval is obtained from the supervisor, the employee should register for the course(s) and submit the Course Schedule Approval Form, proof of registration, and proof of payment to Human Resources within thirty (30) days from the date of registration.
- Within sixty (60) days of completion, the employee is required to submit the Course Completion/Reimbursement Request Form and grade(s) to Human Resources for final review of eligible tuition reimbursement.

Reimbursement

- Approval of tuition reimbursement requests are contingent upon the availability of tuition reimbursement funds specifically budgeted for this purpose. Should funding become insufficient to meet reimbursement requests due to increased demand, budget cutbacks, or for any other reason, reimbursements will be processed on a first-come, first-served basis.
- Reimbursement eligibility is subject to conditions, requirements and processes, as explained in this policy.

- Reimbursement is limited to \$2,500 per fiscal year, per employee.
- Upon completion: Reimbursement will be made on the basis of one hundred (100%) percent of the tuition cost (not to include registration fees, books, lab fees, etc.) up to the current year's average of the Michigan public universities for tuition only. Human Resources will provide the information on the amount that is allotted each year.
- Employees who receive tuition support or financial assistance from alternate sources must report such amount, and shall not be eligible to be reimbursed for any amount that they do not have to repay.

Repayment Obligation

- Employees who drop or fail a course will not be eligible for reimbursement and will not receive reimbursement.
- Employees who do not submit final grade(s) within sixty (60) days of completion of course(s) will not receive reimbursement.
- Employees who leave employment by their own initiative shall be required to reimburse the college according to the following schedule:
 - Within one year of completion of the course(s): 100%
 - Within 24 months of completion of the course(s): 75%
 - Within 36 months of completion of the course(s): 50%
 - No repayment will be required after 36 months

NOTE: This policy may differ for those employees who are members of recognized unions, organizations, or associations as per contract.

Degree Completion Compensation Program 4.15

GOCC has established a Degree Completion Compensation Program to reward eligible employees for earning an Associate's, or higher, degree. This program is open to eligible employees who pursue degree completion from an accredited college, university, or trade school. The Degree Completion Program is administered by Human Resources. This program is contingent upon the annual appropriation of funds for this purpose and is subject to change at any time.

Eligibility

- Regular full-time and permanent part-time Administrative and GOSSE employees.
- Employees on a leave (unless specifically approved for an educational leave or Family Medical Leave Act) are not eligible for this benefit.
- Completion of a minimum of one year of employment as a full-time or permanent part-time Administrative or GOSSE employee.
- Applies to all degrees awarded after 10/14/2015.

Degree Requirements, Other Provisions

- Degree must be from an accredited college, university, or trade school.
- Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.
- Under special circumstances, the President may authorize an employee to attend classes during normal working hours; however, it is the responsibility of both the

individual employee and the supervisor to ensure that the employee makes up all lost time.

Process

Within sixty (60) calendar days of degree award date, the employee is required to submit a Degree Completion Compensation Request form, along with a copy of the employee's official transcripts, to Human Resources for final review, approval, and processing.

Reimbursement

- Compensation eligibility is subject to conditions, requirements and processes, as explained in this policy.
- Upon completion of a degree, the following amount will be added to an employee's base pay, depending on degree obtained:

Administrator/GOSSE

Associate's: \$250.00 \$0.12/hour

Bachelor's: \$500.00 \$0.24/hour

Master's: \$1,000.00 \$0.48/hour

Doctorate: \$1,500.00 \$0.72/hour Policy 5.10

Retro pay will be given to the employee back to the day the degree was awarded, if required forms and documents are turned in to the Human Resources Department within sixty (60) calendar days of the award date.

Failure to provide required forms and documents to the Human Resources Department within sixty (60) calendar days of the degree award date will result in forfeiture of any retro pay to the employee.

NOTE: This policy may apply differently if in conflict with a collective bargaining agreement.

Employee Assistance Program 4.16

An Employee Assistance Program (EAP) is provided for employees and provides personal counseling to you and your household members. The counselors are all master's level professionals with extensive experience dealing with a large spectrum of issues. There is no cost to you or your family, and services provided to employees remain confidential.

In situations where work performance problems are caused by such issues, an employee may be directed to EAP Services for counseling as a condition of continued employment. In these cases, information regarding attendance to counseling session will be released to Glen Oaks.

Employees can contact the Human Resources Office for EAP contact information.

Wellness Program 4.17

Glen Oaks' Wellness Program provides employees the opportunity to participate in a variety of health-related programs and activities designed to enhance individual well-being. The purpose of the program is to promote healthy lifestyle behaviors in

employees by providing accurate, up-to-date information on wellness issues in an environment which is convenient and supportive of wellness activities.

In addition to the on-campus programming, employees are encouraged to participate in the health screenings and physical exams covered by his/her medical insurance plan. A wellness facility located on the concourse level is available to all Glen Oaks students, staff and faculty. A variety of aerobic fitness equipment, including treadmills, a stair climber and stationary bikes, as well as self-contained weight stations are available to employees during designated facility hours. A valid staff identification card is required to use the facility. An employee's spouse, significant other and children age 14 and older may also use the facility, as long as they are accompanied by the employee.

All Glen Oaks employees are strongly encouraged to take an active role in the promotion of their own healthy wellness lifestyle. For information regarding events, suggestions for wellness activities, or for further information about Glen Oaks' Wellness Program, please contact the Fitness and Wellness Center Director.

Disclaimer: All users of the Glen Oaks fitness facility should take into consideration their own health, and should consult with a physician before beginning any fitness program. Use of this facility is at the participant's own risk. Glen Oaks will not assume any liability for injuries due to poor health or misuse of equipment.

Cell Phone Allowance **4.18**

Employees whose job regularly requires them to use their personal cell phone for business purposes may be granted a monthly cell phone allowance. The allowance will vary depending upon the person's need and position. Employees who feel they qualify for this allowance must first meet with their supervisor to discuss the need. If the supervisor agrees, they must then turn in a written request to the Human Resources Department, who will review, and then forward to the Dean of Finance and Administrative Services, and President (if needed), for approval. The Human Resources Department will then communicate the decision back to the employee's supervisor.

Relocation Expenses Policy **4.19**

Applies to: Administrative Employees

POLICY

Relocation expenses for new regular (non-temporary) administrative employees may be provided if funds are available in the department or college budget. The employing department, in consultation with the College President, Dean of Finance and Administration, and Human Resources Department; and the following policy guidelines (subject to Internal Revenue Service regulations) will determine the maximum total amount subject to reimbursement for relocation.

Policy Details

I. Taxing Reimbursement

Reimbursement of expenses, defined as "qualified" and "non-qualified" in accordance with current IRS regulations, may be made. Reimbursement of non-qualified expenses is subject to withholding of applicable income and employment taxes. Reimbursements are

reported on the annual Form W-2. Guidelines in this policy are current as of the revision date of this policy, and outline IRS rules for taxing reimbursement.

II. Guidelines for Reimbursement

Your moving expenses may not be subject to tax withholding if you meet all three of the following requirements: 1.) Your move is closely related to the start of work; 2.) You meet the distance test; 3.) You meet the time test (please refer to IRS Publication 521 for further details).

III. Reimbursable Expenses

A. Qualified reimbursable expenses (not subject to tax withholding)

1. Commercial moving company
2. Charges for packing, crating, mailing, shipping, and/or transporting household goods; and other miscellaneous packing supplies
3. Optional insurance on household goods and personal effects within any period of 30 consecutive days after the day your things are moved from your former home and before they are delivered to your new home.
4. Rental truck
5. In-transit storage for up to 30 consecutive days
6. Shipment of car(s), if not used in the move
7. Any costs of connecting or disconnecting utilities required because you are moving your household goods, appliances, or personal effects.
8. Travel and lodging costs for one trip (employee and family) from the old residence to the new residence, which may include:
 - a) Actual gas cost, based upon receipts or IRS current rate for personal or rental vehicles as indicated on the Relocation Request Form
 - b) Lodging in transit, follow current federal per diem rates for the cities involved
 - c) Airfare (coach only)
 - d) Rental car (economy); in certain circumstances a larger vehicle may be rented with documented advance department approval
 - e) Tolls, taxi, limousine, or parking
 - f) Pet shipping charges

IV. Non-Reimbursable Expenses

A. Under no circumstances will these expenses be paid by the College:

1. Any part of the purchase price of your new home.

2. Car tags.
3. Driver's license.
4. Expenses of buying or selling a home (including closing costs, mortgage fees, and points).
5. Expenses of entering into or breaking a lease.
6. Home improvements to help sell your home.
7. Loss on the sale of your home.
8. Losses from disposing of memberships in clubs.
9. Mortgage penalties.
10. Pre-move house hunting expenses.
11. Real estate taxes.
12. Refitting of carpet and draperies.
13. Return trips to your former residence.
14. Security deposits (including any given up due to the move).
15. Storage charges except those incurred in transit and for foreign moves.

V. Payment of Moving Expenses

Reimbursement of moving expenses up to the maximum amount identified in the appointment letter will take place after the Expense Reimbursement Form (with all appropriate signatures) and applicable back-up documentation has been submitted to the Business Office.

VI. Payment of Expenses for Business Trips and/or House Hunting Trips

Reimbursement of expenses incurred during business trips, which may also include house hunting, is not taxable income. These expenses are processed in accordance with College guidelines.

PROCEDURE

Relocation expenses will be negotiated with the new employee during the hiring process. The appointment letter will define the maximum amount subject to reimbursement. A copy of this policy should also be provided with the appointment letter (when applicable). Call the Business Office or Human Resources Department, for clarification or assistance.

Faculty Senate Members – Please refer to the collective bargaining agreement

Section 5

Campus Health and Safety

- 5.1 Campus Safety
- 5.2 Campus Security
- 5.3 How to Report a Crime
- 5.4 Individual Emergencies
- 5.5 Inclement Weather – College Closings
- 5.6 Tornadoes and Severe Weather Conditions
- 5.7 Fire Drills
- 5.8 Bloodborne Pathogens Standard
- 5.9 Right-to-Know Hazard Communication Program
- 5.10 Infectious Disease Policy
- 5.11 Statement/Guidelines Regarding HIV/AIDS
- 5.12 Weapons and Violence Policy
- 5.13 Injury and Illness Reporting

Campus Safety

5.1

The health and safety of employees and others on Glen Oaks' property are of the utmost concern. The college strives constantly for the highest possible level of safety in all activities and operations. The college will make every effort to provide working conditions that are as healthy and safe as reasonably possible.

To carry out our commitment of compliance with all health and safety laws applicable to our college, we have enlisted a college-wide Emergency Management Response Team that meets periodically to address issues related to safety, health and security. Employees, students or others who have a safety concern may communicate this to their supervisor or the Human Resources Office.

Employees are expected to be equally conscientious about workplace safety, including proper work methods, reporting potential hazards, and abating known hazards. Unsafe conditions in any work area, or other areas on campus that might result in an accident, should be reported to a supervisor immediately or Human Resources. It is the College's expectation that all employees will adhere to any and all safety rules and mechanisms set forth by the College.

Campus Security

5.2

A. Reporting Procedures

When criminal actions, or other threatening activities occur on the Glen Oaks campus, contact the St. Joseph County Central Dispatch (911 or Non-Emergency 467-4195).

When incidents occur on campus, an Incident Report must be completed and forwarded to the Human Resources Office.

B. Access to Campus Facilities

The Glen Oaks buildings are open Monday through Thursday from 7:00a.m. to 10:30 p.m. and Fridays from 7:00a.m. to 4:00 p.m. When the buildings are closed and there is an event on campus, Maintenance staff may provide access to the appropriate area.

C. Authority of Campus Security

Glen Oaks Community College does not have an Office of Public Safety. The Deputized Maintenance Manager has the authority to confront the individual related to the occurrence, require identification. The Deputized Maintenance Manager is generally available Monday through Friday from 7 a.m. to 3 p.m., and can be reached by calling 269-467-9945 or 269-294-4312.

When incidents occur on campus, an Incident Report must be completed and will be retained by the Human Resources Office.

D. Occurrence Statistics

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Criminal Offenses

1. Criminal Homicide
2. Sexual Assault
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

VAWA Offenses:

1. Domestic Violence
2. Dating Violence
3. Stalking

Reported Arrests

1. Liquor Law Violations
2. Drug Related Violations
3. Weapons: Carrying/Possessing

Hate Crimes

1. Criminal Homicide
2. Robbery
3. Aggravated Assault
4. Sexual Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Larceny- Theft
9. Simple Assault
10. Intimidation
11. Destruction/damage/vandalism of property

The Human Resources Office will be responsible for monitoring crime statistics and submitting the annual crime report to the Department Of Education.

How to Report a Crime **5.3**

If a crime or other emergency should occur on campus, the person assaulted or person having knowledge of the crime should immediately **call 911** and then notify the following:

On Campus/Day Hours 7:30 a.m. – 4:00 p.m., Monday - Friday
Switchboard at ext. 0

On Campus/Evening Hours 4:00 p.m. – 8:00 p.m., Monday - Thursday
Switchboard at ext. 0.

After 8:00 p.m. – 10:00 p.m. Monday – Thursday, dial ext. 341.

On Campus/After 4:00 p.m. Friday, evening hours after 10:00 p.m., Weekends
Call 911

Off Campus
911 for law enforcement agencies.

Individual Emergencies **5.4**

In case of an individual life-threatening medical emergency, call 911 immediately. Then call the Switchboard at ext. 0 and provide them with the following information:

- Nature of the emergency (for example: chest pain, shortness of breath, seizure).
- Location of emergency (building and room number).
- Phone number where you can be reached.

There are Automated External Defibrillators (AEDs) on campus for use in case of a cardiac emergency. According to Michigan law, an emergency responder must be trained to use an AED when providing assistance in an emergency. AED locations include: concourse, switchboard area in the administrative offices.

Inclement Weather - College Closings **5.5**

When inclement weather warrants the possibility of closing day and/or evening classes at Glen Oaks Community College, the following procedure will be implemented.

If severe weather conditions appear to be developing, the President will contact the Dean of Finance and Administrative Services and the Dean of Academics and Extended Learning, as well as selected staff, to determine general conditions.

The Director of Building and Grounds, County and State Police, as well as other appropriate agencies, will be contacted by the Dean of Finance and Administrative Services. If State Police or the Sheriff officially closes the roads, no one is expected to travel. The President will make any other decision as to whether or not to begin classes later in the day or cancel school. Notification of the decision will be made generally by 6:00 a.m. over radio stations WLKM (96FM), WMSH (1230AM or 99.3FM), WNWN (98.5FM), WNDU (U93FM and Channel 16) WKFR (103.3FM), WLKI (100FM), WRKR (107.7FM), WMEE (97.3FM) and television station WWMT (Kalamazoo Channel 3), WOOD TV8 (Channel 8 & 41), and WNDU (Channel 16).

In the event that the college will be closed or have a delayed start time, the President will initiate a phone fan-out call list to employees notifying them accordingly. In the event the College is closed due to inclement weather, no one is allowed on campus, unless approval either verbal or written is obtained from the Dean of Finance and Administrative Services or President. This provision also applies to all extra-curricular activities.

Considering the size of our service area, it is often difficult to get an accurate report on the weather conditions overall. In all situations the best judgment and information available will be utilized. However, in the final analysis, each person must use their own best judgment regarding weather conditions and their ability to drive to campus safely.

Employees are expected to report for work and fulfill their hourly obligations whenever the College is open.

LOCAL SCHOOL DISTRICTS Courses offered in other locations throughout area will be cancelled when the school district in which the courses are being offered is closed. If the school district is closed for the day, the classes to be offered during the evening hours in that school district will be cancelled.

Administrative staff is to insure that all instructors advise students of this administrative regulation.

DELAYED START When the college declares a delayed start, all employees are expected to report to work at the announced opening time.

If the delayed start time falls part way through a two or three hour class, faculty should conduct the remaining portion of the class. The above applies to delayed start only.

Tornadoes and Severe Weather Conditions **5.6**

All locations have a designated shelter area in the event of life-threatening weather. Employees are expected to cooperate when they are instructed to take shelter. Supervisors should provide employees with information regarding violent weather procedures in their area so that the employee will be prepared to take cover in the event of life-threatening weather.

A Michigan Legislative code (Act 207 of 1941) requires colleges/universities to conduct at least two tornado drills per year. Tornado drills will be scheduled at the beginning of each academic year and employees will be notified of dates and times of drills. All employees are asked to cooperate with the drills and follow proper drill procedures. These drills will be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather.

Fire Drills **5.7**

The college will conduct at least four fire drills per year. Fire drills, like tornado drills, will be scheduled at the beginning of each academic year and employees will be notified of dates and times of drills. All employees are asked to cooperate with the drills and follow proper drill procedures.

(does not apply to post-secondary schools and dormitories)

Bloodborne Pathogens Standard **5.8**

On June 30, 1993, the Michigan Occupational Health and Safety Administration (MIOSHA) filed the Bloodborne Infectious Diseases Standard which requires that information and training regarding the potential exposure risk to blood or body fluids in the workplace be provided to employees. All employees who have a potential exposure risk to blood or body fluids must satisfactorily complete Glen Oaks' Bloodborne Pathogens training when hired and an annual training session for each subsequent year of employment. Employees will be trained on how to protect themselves from bloodborne viruses and on Glen Oaks' Exposure Control Plan. In addition, all employees who have the potential exposure risk to blood and body fluids will be offered the

Hepatitis B immunization at no cost. Employees who choose not to receive the immunization must sign a waiver.

Clean-up of Bio-Hazardous Materials

In the event of a spill of bio-hazardous materials, employees should contact the Maintenance Department at ext. 227.

Universal precautions should be followed and proper cleaning and disinfection procedures are required when removing and handling blood and other body fluids. All spilled blood and body fluids are to be treated as contaminated and potentially harmful to health and Universal Precautions should be practiced.

Universal Precautions

Universal Precautions means that you treat all blood and other potentially infectious body fluids as if they are infected. Always use personal protective equipment, such as gloves, gown, goggles and masks when handling blood or body fluids. Wash hands and exposed skin with soap and water immediately after an exposure and after removing personal protective equipment. Dispose of the contaminated waste in red biohazard bags and contaminated sharps in biohazard labeled puncture-resistant, leak-proof containers. Contact the Maintenance Department for biohazard bags or sharps containers.

Right-To-Know Hazard Communication Program 5.9

On June 2, 1995, the Michigan Occupational Safety and Health Administration (MIOSHA) published the Hazard Communication Standard. The purpose of the standard is to ensure that hazardous chemicals produced and imported by chemical manufacturers/importers are evaluated and that information regarding potential chemical hazards is transmitted to employers and communicated to employees. Employees have an inherent "right-to-know" about the characteristics and risks associated with chemicals in the workplace. All employees who have a potential exposure to hazardous chemicals must satisfactorily complete Glen Oaks' "Right-to-Know" Hazard Communication Program training when hired. This information provides employees with data to make better decisions when working with these substances. Material Safety Data Sheets (MSDS) provide pertinent information about the chemical including its hazards, the uses of the chemical, and what you should do if you come into contact with the chemical. MSDS' are available in the Maintenance Building.

Chemical Spill Response

In the event of a major spill or a spill with injuries, call 911, then contact the Maintenance and Human Resources Departments. Additionally, in the event of a minor spill of hazardous material on campus, individuals should contact the maintenance department at ext. 227.

The staff member discovering the spill should clear the area of students and visitors. First aid should be given to anyone injured. Staff should notify the maintenance department if there is any question to the degree of hazard, proper methods of clean-up or proper disposal procedures.

Staff making the call for assistance should make every effort to inform the person they contact as to the degree of hazard associated with the spill. If there is any potential

danger to personnel entering the spill area, this should be communicated. When applicable, instructions will be given to staff responsible for the spill area on proper clean-up and disposal procedures.

Infectious Disease Policy

5.10

It is the policy of Glen Oaks Community College to assure students access to educational opportunity without jeopardizing their health or well-being. Therefore, the following procedures are established to assure protection of students and staff and provide for due process to those affected by this policy. The administration of the College will take measures to implement procedures which will provide the greatest degree of safety possible for staff and students in regard to protection from infectious diseases, which will be accomplished through an institutional program of awareness and education. "Infectious diseases" are those diseases which are capable of being easily diffused or spread, having qualities that may infect, such as tuberculosis, mumps, measles, smallpox and hepatitis.

The College will provide a program designed to inform and educate students and staff concerning proper procedures for avoiding communicable diseases. This educational program will be initiated through the Office of the Dean of Teaching and Learning and implemented by the Infectious Disease Review Panel which will consist of the following:

1. The Dean of Teaching and Learning, or the President's designee, who will serve as chairperson in cases involving students.
2. The Dean of Finance and Administrative Services, or the President's designee, who will serve as Chairperson in cases involving employees.
3. A physician with expertise in the related disease.
4. A physician treating the individual.
5. The Health Officer, or designee, from the Branch-Hillsdale-St. Joseph Community Health Agency.
6. The staff member or student affected and/or their representative.
7. A Glen Oaks Community College faculty member.

Any four (4) members of the Infectious Disease Review Panel will constitute a quorum. A quorum will be present in order to undertake the duties of the Panel. Motions or actions of the Infectious Disease Review Panel will be effective only upon the affirmation of a majority of a quorum.

In the event that a student or employee contracts an infectious disease, the following procedure will be utilized:

- a. Each incident of infectious disease will be dealt with on an individual case-by-case basis.

- b. The determination of the course of action to be taken by the College will be made by the Infectious Disease Review Panel.
- c. Upon verification that a student or staff member has contracted an infectious disease, the President of the College will convene the Infectious Disease Review Panel.
- d. The Infectious Disease Review Panel will convene as soon as possible, but no later than seven (7) calendar days of verification and will have access to any relevant material or testimony concerning the affected individuals as it relates to the communicability of the disease.
- e. The identity of a student and/or employee who has an infectious disease, or who is suspected of having such a disease, will be revealed only to those parties, if any, who have the right to such information under the law.
- f. The Infectious Disease Review Panel's recommendations will take into consideration the student's/employee's civil rights, as well as the health and safety of members of the College community and may include:
- (1) A student/employee with infectious disease may be allowed to attend classes/work provided: a) the individual does not present a health threat to others, and b) the individual complies with all recommendations of appropriate medical personnel, and c) as indicated in the medical information document provided to the college.
 - (2) The Dean of Teaching and Learning, the Branch-Hillsdale-St. Joseph Community Health Agency personnel and parents/spouses will work together in dealing with issues which arise regarding the student's/employee's attendance at the College.
 - (3) A counselor and/or academic support service person may be appointed case coordinator by the Dean of Students or a designee of the President in order to assist the students and/or employees.
 - (4) If a student's physical condition is serious and withdrawal from College is necessary, the Dean of Students or designee of the President will facilitate the student's withdrawal from classes without penalty.
 - (5) If an employee's physical condition is serious and withdrawal from the work place is necessary, the Dean of Finance and Administrative Services or designee will comply with the terms and conditions of the collective bargaining agreement and/or master contract when applicable.
 - (6) The action to remove a student/employee with an infectious disease from the College environment will be reviewed periodically by the appropriate Dean or his designee to determine whether the conditions requiring removal still exist.
- g. The Infectious Disease Review Panel will consider existing federal, state and local guidelines. The Infectious Disease Review Panel will have the authority to

consult such experts as they deem necessary. All communication and information which has been received or has been considered by the Infectious Disease Review panel, together with its deliberations and proceedings, will be confidential.

h. The written recommendation of the Infectious Disease Review Panel will be submitted to the President within no more than two (2) days following the conclusion of its deliberations.

i. Within no more than three (3) business days, the President will render a written decision which will be served by either certified mail or hand delivery to the affected students and/or staff member. Copies of the President's decision will be sent to the Board of Trustees and the members of the Communicable Disease Review Panel.

j. If the affected person does not accept the decision of the President, he/she may appeal to the Board of Trustees. The request for an appeal to be heard by the Board of Trustees will be received by the President within five (5) working days after receipt of the President's decision. The President's decision will remain in effect until it is reversed, or amended, by a determination of the Board of Trustees.

k. All reportable infectious diseases will be referred to the Branch-Hillsdale-St. Joseph District Health Department in accordance with Michigan statutory and administrative guidelines.

l. A College employee who refuses to work with an individual who has an infectious disease will be counseled by a Case Coordinator appointed by the appropriate Dean in an effort to allay his or her fears. An employee will not be excused from fulfilling assigned responsibilities because he/she is assigned to work with an individual who has an infectious disease, and such refusal may result in disciplinary action up to, and including, termination. If the employee requests a transfer, the request will be processed according to the terms and conditions of the collective bargaining agreement and/or the standard college operating procedures.

GOCC Statement/Guidelines Regarding HIV/AIDS 5.11

In response to the epidemic of infection with Human Immunodeficiency Virus (HIV) which causes the Acquired Immunodeficiency Syndrome (AIDS), Glen Oaks Community College has adopted these guidelines based upon the recommendation of the American College Health Association.

AIDS is a serious illness, a public health problem, and an immediate concern to the College Community. AIDS is characterized by a defect in natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

AIDS is caused by a virus commonly called "HIV". Presently, there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion as reflected

by the Center for Disease Control and Public Health Service is that AIDS is not a readily-communicable disease.

There are no known cases of AIDS transmission by food, water, insects, or casual contact socially or in the workplace, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS, except from sexual and/or intravenous transmission. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of infected body fluids, blood or blood products. Such exchanges may occur when the needle of an infected person (in most cases, a drug addict) is used by someone else, through a blood transfusion from an infected person, or through intimate contact involving the transfer of semen and vaginal fluids. It has not been shown to be transmitted by saliva, tears, nasal secretions, vomitus, urine or feces.

Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-Related Complex) or AIDS virus antibodies. Since these conditions have been designated as handicaps and are treated as such by the Elliott-Larson Civil Rights Act, it is also against the law to dismiss someone on this basis. Depending on the medical circumstances of each situation, the College may require the monitoring of the medical condition of an infected person, which includes the counseling of that person on the nature of the disease and the importance of not engaging in behavior that could transmit it, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with AIDS and AIDS-related conditions.

Glen Oaks Community College will comply with all federal and state laws and regulations, including those of the United States Public Health Service, and the guidelines from the Center for Disease Control and the American Health Association, which bear on the welfare of persons within the College community who test positively to that antibody. It has also adopted the safety guidelines as proposed by the United States Public Health Service "for the handling of the blood and body fluids of all persons..." All appropriate college personnel will be trained in and will adhere to these procedures.

The College will continue to provide information programs designed to acquaint the community with current information about AIDS, and how to avoid or minimize the risks of transmission of the virus.

Anyone with questions about AIDS may contact the Glen Oaks Community College Director of Nursing. Materials on AIDS will be available in information-dispensing units on campus.

In addition, any student who is concerned or has questions about AIDS or HIV may contact the Branch-Hillsdale-St. Joseph District Health Department, 1110 Hill Street, Three Rivers, MI 49093; (269) 273-2161; Emergency After Hours: (269) 441-2869 for free counseling and/or anonymous HIV testing.

Commitment to Safe Learning Environment

The Board of Trustees recognizes and is committed to meet its responsibility to preserve and protect the physical assets of Glen Oaks Community College ("College") and to provide for the safety and welfare of its students, employees, visitors and other members of the general public on campuses and facilities owned and/or operated, or governed by the Board of Trustees of Glen Oaks Community College.

Applicability

To Persons

This policy shall apply to all persons, including, but not limited to College employees, College students and visitors on any "College Property" regardless of whether or not they are licensed to carry a concealed weapon.

To Locations

This policy shall apply to:

1. All "College Property".
2. Off-campus activities such as field trips, extension courses; co-curricular events/activities; and extra-curricular activities sponsored by the College.
3. College owned, leased or rented vehicles at all times regardless of whether they are on College property

Definitions

"College Property." As used in this policy, "College Property" includes land, buildings, parking lots, sidewalks and all other facilities, owned, leased, licensed, operated, managed, or otherwise controlled by the College.

"Explosive Device" as used herein shall mean and include any chemical element or any mixture or compound of any materials which is intended or commonly used for the purpose of producing explosion and which is contained or packaged in such proportions or quantities that an ignition by fire, friction, concussion, percussion, or detonation may cause an explosion injurious to persons or property.

"Firearm." As used in this policy, a "Firearm" is any weapon, whether or not operable, and whether or not loaded, from which a dangerous projectile, may be propelled by an explosive; by gas or air; or by means of springs, levers or other mechanical device. Firearms include, but are not limited to rifles, pistols, shotguns, air rifles, paintball guns, air soft guns, and any other similar device that fires a projectile.

"Firearm" also includes any toy or facsimile object designed, or reasonably perceived to appear as an actual "Firearm" as described herein.

"Weapon." As used in this policy a "Weapon" includes, but is not limited to:

1. A "Firearm";
2. An "Explosive Device";
3. Any bomb, grenade, rocket or other destructive device which includes explosives (including fireworks and firecrackers), poison gas, accelerants, incendiary materials;

4. Dangerous chemicals, substances or compounds intended to cause injury to a person, or possessed in negligent disregard for the safety of self and others;
5. Knives with blades longer than three (3) inches or with an open blade locking mechanism; swords;
6. Pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring, including, but not limited to, BB guns, paintball guns, and Airsoft guns.
7. Striking instruments such as bludgeons, brass knuckles, blackjack, or club;
8. A portable device or weapon from which an electrical current, impulse, wave or beam may be directed, which current, impulse, wave or beam is designed to incapacitate temporarily, injure or kill,
9. Any Martial Arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
10. Any bow and arrow combination.
11. Any other device that could reasonably be considered to be a weapon.
12. An object or device that is likely to cause death or bodily injury when used as a weapon and that is used as a weapon or carried or possessed for use as a weapon

Policy Statement

No person shall possess (concealed or otherwise), transport and/or store (including in vehicles), discharge or otherwise use any "Firearm" or "Weapon" on "College Property" regardless of whether the individual has a concealed weapon permit or is otherwise authorized by law to possess, discharge or use any such device. Exceptions to this prohibition are listed below.

Exceptions

The above prohibitions shall not apply to:

1. When applicable, a peace officer who is a member of the College Police Department, whom the College regularly employs, and who has been authorized by the Chief of the College Police Department [or College President], to carry weapons as outlined by the College Police Department Safety policy, may carry a weapon as so outlined.
2. A qualified active duty law enforcement officer or other government agent authorized to carry a weapon during the course of his or her employment, may carry a weapon as so authorized.
3. A qualified retired law enforcement officer, as defined in Michigan law and/or federal code to possess a concealed handgun and is currently permitted to do so.
4. An employee may use or possess a weapon, as authorized by the College, during the time when the employee is engaged in work for the College requiring such a weapon;
5. To a person who possesses or uses such weapons, devices or substances in connection with a regularly scheduled educational, recreational or training program authorized by the College;
6. Upon obtaining prior approval of the College President, an individual may possess a weapon when the device is worn as part of a military or fraternal uniform in connection with a public ceremony, parade or theatrical performance.

7. When the College's President has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.
8. The carrying and use of oleoresin capsicum spray ("pepper spray"), so long as the pepper spray and its use conforms to Michigan law. (<http://legislature.mi.gov/doc.aspx?mcl-750-224d>)
9. When applicable, Residence Hall and College apartment residents may register and store hunting weapons at a designated location on campus, and may possess such weapons on property owned or controlled by the College just long enough to deliver and retrieve the weapons from the designated College representative by the most direct route. The weapons are to be brought to the designated College representative, unloaded and securely enclosed in a gun or bow case.
10. When applicable, the College President, may waive the prohibitions based on extraordinary circumstances, and an individual may possess a weapon only within the scope and duration of the waiver. Any such waiver must be in writing, signed by the Director of Housing, and must define its scope and duration. With input from the Director of Housing and the Assistant Dean of Students, the College President is also authorized to make reasonable rules to effectively implement the Storage of Weapons policy for residence halls and apartments contained herein.
11. Theatrical props used in appropriate settings; or
12. Starter pistols used in appropriate sporting events.

The College will not tolerate any act or threat of violence committed by or against faculty, staff, students or visitors. Threats, threatening behavior, acts of violence, or any related conduct, which disrupts another's work performance or the College's ability to execute its mission, will not be tolerated. Faculty and staff are strictly prohibited from making threats or engaging in violent acts. Prohibited conduct includes, but is not limited to:

- a. Injuring another person physically;
- b. Engaging in behavior that creates a reasonable fear of injury in another person;
- c. Possessing, brandishing, or using a weapon while on College premises or engaged in College business;
- d. Damaging property intentionally;
- e. Verbal or non-verbal threats to injure an individual or damage property;
- f. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- g. Arson.

Faculty and staff must immediately notify their immediate supervisor or the Public Safety Department of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Employees must also promptly report to their immediate supervisor or the Public Safety Department any behavior they have witnessed which they regard as threatening or violent (when that behavior is related to College activities).

Consequences

Violators of this policy may face disciplinary action, up to and including termination of employment, dismissal from the College, expulsion from campus and/or referral for prosecution as provided for by law.

Injury and Illness Reporting **5.13**

It is the College's expectation that all employees will adhere to any and all safety rules and mechanisms set forth by the College. An employee who is injured on the job, or whose injury or illness is directly related to the performance of job duties, regardless of severity of the injury or illness has the right to report the work-related injury or illness, and should:

- Seek appropriate medical attention.
- Report the occurrence to their immediate supervisor and complete an Incident Report providing details of the occurrence. Forms are online in the GoZone and kept at the Switchboard.
- Report the occurrence to the Human Resources Department.

Post-accident drug testing: The College will conduct an individualized assessment of whether the potential use of drugs or alcohol caused the injury. If it is determined that there is a potential, the employee will undergo post-accident drug testing.

Employees who report a work-related injury or illness will not be discriminated, nor retaliated, against for making such reports.

All incidents should be reported, as soon as reasonably known or recognized by the employee, as outlined above.

Section 6

Services and Resources

- 6.1 Parking
- 6.2 Travel
- 6.3 Food Service
- 6.4 Library
- 6.5 College Bookstore
- 6.6 GOCC Identification Card
- 6.7 Job Search Assistance
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- 6.10 Human Resources Web Site

Parking

6.1

Operating and parking of vehicles used by employees, students, and visitors are subject to regulations imposed by the college. It is the responsibility of all those that use motor vehicles to acquaint themselves with these regulations.

Vehicles parked in the Staff/Faculty areas must have the appropriate permit issued by the College displayed in their windshield.

Handicapped spaces are reserved for handicapped employees, students and visitors displaying valid handicap stickers.

A full parking lot does not justify illegal or improper parking.

The college recommends that employees lock their vehicles at all times. Glen Oaks assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus.

Travel

6.2

Purpose/Rationale:

The purpose of this document is to establish and define the limits and the conditions related to travel; to guide the selection of the most cost-effective means of travel; and to identify allowable expenses for travel. This is an administrative procedure.

Scope:

The travel guidelines apply to all Glen Oaks employees who travel on College business.

Travel at GOCC is defined as any trip in excess of 100 miles one way and/or requiring overnight lodging.

Principles:

1. All employees must receive approval of their supervisor/department head prior to travel. Additional levels of approval may vary by department.
2. Travel on College business should be conducted in the most cost-effective manner that is feasible for the circumstances. Groups traveling together are encouraged to attempt to pool resources wherever possible--i.e. car pooling, room sharing, etc.

The greatest possible flexibility in arranging for the least expensive fares will be a chief consideration when scheduling your travel arrangements.

3. Types of Travel Forms:

Note that the travel forms identified below are the official forms to be submitted, and are available in the Business Office and on our internal shared drive (in the *S:/forms*). In general, expense forms submitted to the Business Office (with all proper receipts and approvals) are processed within one week.

Form	Description	Distribution
Travel Authorization	<p>This form is used to document official approval of employee travel on college business.</p> <p>All college employees must have written approval from their supervisor and the Business Office (if advance or prepayment is requested) prior to travel.</p>	<p>Business Office - only if travel advance or prepayment of expenses are requested.</p> <p>Department - the department should maintain a file copy.</p>
Expense Reimbursement Request	<p>This form is used for all travel expenses that the college employee is submitting for reimbursement.</p> <p>The form must be signed by the supervisor and person with budget authority (if different) prior to submitting to the Business Office for payment. Please include receipts.</p> <p>There are three sections to this form:</p> <p>Mileage expense - for mileage claimed</p> <p>Expenses - for all other types of expenses</p> <p>Account Distribution - to ensure correct GL Accounts are charged</p>	<p>Business Office - signed original of expense form, plus receipts.</p>
Mileage Reimbursement Request	<p>Used for mileage only with no other expenses</p>	<p>Business Office</p>

TRAVEL LIMITS AND CONDITIONS

No official travel (in excess of 100 miles one way and/or requiring overnight lodging) is to be undertaken until a Travel Authorization Form has been approved by the traveler's supervisor and the Business Office.

1.0 Personal Funds to be Supplied

Employees shall provide themselves with sufficient funds for all authorized expenses, except when authorized to obtain an advance.

1.1 Travel Advance

When requesting authorization to travel, an employee may request a cash advance (on the Travel Authorization Form) not to exceed the total approved by the appropriate supervisor/committee. No travel advance of less than \$50 will be approved. Upon completion of travel the employee must file an accounting of expenses to the Business Office on an Expense Reimbursement Request Form. This form with appropriate receipts must be filed within seven (7) working days after completion of travel.

1.2 Reimbursable Expenses

Only the actual and necessary expenses essential to the ordinary comforts of a traveler in the performance of official duties will be reimbursed. In compliance with Internal Revenue Service (IRS) regulations, the college meal reimbursements are determined using established set amounts for daily meals, or "per diems" (see 1.6). Records must still be maintained that provide the time, place and business purpose of the travel. Meal costs beyond the established per diem allowances are the responsibility of the employee. Meal per diem is to be reduced appropriately when any meals are furnished as part of the program/meeting.

Travel shall be by the most direct route possible and any person traveling by an indirect route shall assume extra expenses incurred thereby. Expenditures for laundry, valet service, alcoholic beverages, typing, personal telephone calls, entertainment, theater and/or banquet tickets, recreational events, etc. (except when banquet costs appear on the program and are a part of the meeting) are considered personal costs and will not be reimbursed. Any exceptions to the above must be approved in writing by the President.

1.3 Official Station

All Glen Oaks Community College employees will consider the Centreville campus as their official station. No transportation costs will be reimbursed for commuting between an employee's place of residence and the College. Mileage reimbursements will be based on the shorter of the two distances from either the employee's home or the GOCC campus to the destination where traveling to on official college business. Meals and lodging within a distance of fifty (50) miles from the campus shall not be allowed except when authorized by the employee's supervisor.

1.4 Transportation by Common Carrier

Whether travel is by air or other means, persons in official travel status for Glen Oaks Community College are entitled to transportation and service, which meet reasonable and adequate quality standards for convenience, safety, and comfort. This general policy means that a traveler should use the same care in incurring expenses that a prudent person would exercise if traveling on personal business. College vehicles are not to be left in storage at common carrier departure points.

a. Travel by Air

Less than first class air accommodation will be used to the maximum possible. All reasonable efforts will be expended to make use of the lowest available fares unless the requirements of the lowest available fares would cause travel at unreasonable hours, excess circuitous routing, or result in added direct expenses offsetting any savings. Where more costly accommodations are necessary, satisfactory explanation must accompany the request for travel and approval must be obtained prior to booking travel.

Expenses as a result of changes to scheduled air travel reservations due to personal preferences; excess luggage charges; in-flight charges; personal items such as clothing, luggage, magazines, newspapers, toiletries, etc.; medical bills incurred during travel; "no-show" charges; losses such as theft of personal property or lost luggage; and optional insurance coverage are all non-reimbursable expenses.

b. Taxicab or Limousine Service

Charges will be allowed provided the traveler provides written explanations or receives prior approval. Tip(s) shall be included in charges

1.5 Travel by Personal, Privately-owned Automobile

a. Limitation on Use

Employees are encouraged to use their personally owned vehicles (POV) if traveling by common carrier will cause undue delay or would be more costly. Employees may elect to use their POV in lieu of less costly common carrier provided they agree to accept the least costly common carrier fare as total payment for travel costs incurred. Travel time in excess of that required by common carrier must be taken as vacation or personal business time.

b. Mileage Rate

Mileage shall be reimbursed at the rate established by the IRS listed in the current IRS CODE, SECTION 162, regardless of number of passengers. For reimbursement of mileage expenses only and when no other related expenses are being claimed, the Mileage Reimbursement Form should be used. Official mileage is established by using Yahoo! Maps at www.yahoo.com and will be computed from and to campus unless the distance from the employee's home to the destination is shorter. The college mileage rate will be adjusted whenever a new IRS rate is posted.

c. Parking Charges

Necessary parking charges will be allowed. Receipts are required to substantiate claims. Meter charges will be allowed when date and place is listed on the Expense Reimbursement Request Form. Parking and traffic tickets are not reimbursable.

d. Toll Charges

Claims for reimbursement should be made using the standard reimbursement form. Reimbursement requests for amounts less than \$10 total need not be accompanied by receipts.

1.6 Meal Charges

Reimbursement for meal charges while on official college business or when approved via the standard Travel Authorization Form will be based on the established per diem rates, as follows:

For travel within the continental United States the reimbursement rate will be:

Breakfast—\$12

Lunch—\$18
Dinner—\$28 for a total per-diem of \$58

Itemized documentation and receipts are not required for this per diem method of reimbursing meal costs. Records must still be maintained, however, that provide the time, place and business purpose of the travel.

Recognizing that the employee incurs some eating expenses whether they are at work or home, the daily per diem rates are set to defray costs incurred, and not necessarily to reimburse to the full cost of the meals while traveling. Thus meal costs in excess of per diem rates will not be reimbursed and are the responsibility of the employee.

In some instances an employee may need to buy a meal for a customer, contact, etc., as a cost of doing business. In these instances, in compliance with IRS guidelines, a receipt must be submitted along with documentation stating the name/company of the guest, the business purpose of the meal and confirmation that business was discussed. Reimbursement of the employee's meal cost will be based on per diem rates above, and the guests' meal costs should be listed as other expenses on the Expense Reimbursement Request Form.

1.7 Lodging/Accommodations:

Accommodations for college employees will be based on the standard or conference rate. Should an employee desire an upgrade to a room other than standard, the employee will be reimbursed only for the standard single/double rate. The difference in rate will be at the expense of the employee and will not be reimbursed. If an employee is sharing a room with another college employee, the rate will be based on double occupancy rate. Personal room charges, such as in-room movies, mini-bar, dry cleaning, etc., on hotel bills will not be reimbursed.

1.8 Fees and Other Expenses:

Expenses incurred for telephone and fax for business communications while on college business are reimbursable within reason. An explanation of the business purpose should accompany the charge. Rental car expenses are reimbursable if prior approval is obtained. Registration and fees not paid prior to the trip are reimbursable.

1.9 Combining Personal Travel with Business Travel:

Personal travel may be combined with business travel, provided there are no additional costs to Glen Oaks as a result of the personal segment of the travel. Additional hotel, meals, transportation and incidental expenses incurred during the personal segment of travel will not qualify for reimbursement. GOCC will not reimburse for travel expenses for family members or friends accompanying the employee.

Food Service

6.3

Vending machines are available in various locations on campus. A small assortment of hot food items and sandwiches is also available on the concourse at lunch time through local providers.

Library **6.4**

Glen Oaks employees are encouraged to use the many resources and services provided by the Glen Oaks Library. In addition to numerous reference sources and an extensive periodical collection, the Library provides fiction and non-fiction collections as well as videotapes, DVDs, music CDs, newspapers, and e-books. The emphasis of all collections in the Glen Oaks Library is on curriculum support. The library staff provides a wide range of library services to Glen Oaks faculty and staff including reference assistance, interlibrary loan services, and a variety of instructional support services.

In addition to providing materials for Glen Oaks students and staff, the Library offers services to all residents in St. Joseph County.

College Bookstore **6.5**

Glen Oaks invites employees to shop in its College Bookstore. In addition to serving the textbook needs of students, the Bookstore offers many gift items, clothing, art, computer and office supplies, greeting cards, posters, paperbacks, newspapers and magazines for recreational reading. Also available are postage stamps and mailing supplies.

GOCC ID Card **6.6**

The Glen Oaks Community College ID card provides identification for the library, sports events, fine arts productions and more. Employees should make arrangements to obtain a Glen Oaks ID card through the Student Services Department. The GOCC ID card also provides discounts at various locations in the local communities.

Job Search Assistance **6.7**

If an employee or a member of their family finds it necessary to seek other employment, Michigan Works provides job search assistance. The Workforce Investment Act helps job-seekers to upgrade or expand their job skills. For job placement assistance or more information on the Workforce Investment Act, contact the Michigan Works Service Center in Three Rivers at (269) 273-2717.

Notary Public **6.8**

On occasion, employees may require the services of a notary public. Glen Oaks has several staff members who provide that service free of charge. Contact Human Resources, 294-4229 or 294-4232, for the name of the nearest notary public.

Nursing Mothers/Mother's Room **6.9**

Under federal health care reform, the college must provide unpaid, reasonable break periods and a private place where nursing mothers can express breastmilk as frequently as needed. This requirement applies up until the child's first birthday.

A room designated specifically for nursing/breastfeeding mothers is available to all staff, faculty, students, and visitors of the college. The room is located off the gym balcony headed to C331. A key is available at the switchboard desk, if needed.

Human Resources Web Site **6.10**

Human Resources has a web site at <https://www.glenoaks.edu/human-resources/>. Employees will find information on employment opportunities, employee benefits, forms, wellness and staff development activities, standing committees and their minutes and a

lot of other HR related resource information. Employees are encouraged to become familiar with the Human Resources web site and offer any feedback they have on how to improve the site.

EMPLOYEE ACKNOWLEDGEMENT FORM

As an employee of Glen Oaks Community college, I understand and acknowledge that a copy of the Employee Handbook is available to me via the following:

- The Human Resources page of the Glen Oaks Website: <https://www.glenoaks.edu/about-us/human-resources/employee-handbooks/>
- The Glen Oaks Network: J:\Policy and Procedure Manual

I also understand a hard copy is available for review in the Human Resources Office or the Glen Oaks Library.

The employee handbook describes important information about Glen Oaks Community College, and I understand that I should consult the Human Resources Department or my collective bargaining agreement regarding any questions not answered in the handbook. I have entered into my employment relationship with Glen Oaks Community College voluntarily and acknowledge that there is no specified length of employment. Accordingly, except as may be provided by an applicable collective bargaining agreement, either I or Glen Oaks Community College can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand and agree that, other than the President of Glen Oaks Community College or designated representative of the college, no manager, supervisor, or representative of Glen Oaks Community College has any authority to enter into any agreement for employment other than at-will; only the President of the college has the authority to make any such agreement and then only in writing signed by the President of Glen Oaks Community College.

This handbook supersedes all handbooks issued prior to this date. It is not intended to be a complete examination of the organization's rules, nor to be the final authority. Further, it is not to be considered a contract or guarantee of employment. The employee has the right to terminate his/her employment, and the institution has the right to terminate the employment of the employee.

There is no guarantee, expressed or implied, of continued employment, employment status, position, rate of pay, benefits, or shift; or that an employee will not be required to work in another area, department or unit, or perform other job duties. Pay, benefits, hours of work, standards of performance, policies and procedures may and will be changed or rescinded on an individual or classification basis, as determined appropriate and necessary by management.

There may be written statements of policy, procedure, rules, regulations, protocol and/or benefits pertaining to specific departments. Where there is a conflict between the handbook and an official

written policy or procedure statement, an administrative interpretation or memorandum, the official statement, administrative memorandum or interpretation will be controlling.

If any provisions of these policies conflict with an express provision(s) of an applicable collective bargaining agreement or letter of understanding, the latter shall supersede to the extent necessary to comply with contractual obligations. In the event an individual has a specific written contract for employment and the written contract conflicts with any statement provided herein, the written contract supersedes the statements provided here for that individual, but only to the extent necessary to comply with the written contractual obligations.

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date