ADM 100 - Introduction to Administrative Policies and Procedures

The Administrative portion of the online McPherson College Policy and Procedure Manual contains Policies and Procedures that are broad in nature, and generally campus-wide, rather than specific in nature as most Human Resources Policies are.

Many of the Policies found in the Administrative portion of the online Manual outline the philosophy of the College and provide direction in the Administration of the College. Some Policies are Operational in nature and do not fit in any of the other sections of the Manual and since they are campus-wide they fit best in the Administrative portion of the Manual.

ADM 105 - History and Background

Chartered in 1887 by leaders of the Church of the Brethren, McPherson College has a 116-year history of providing excellent liberal arts and career-oriented education shaped by the essential values of its founding denomination. The Church of the Brethren is a Christian denomination founded in Germany in 1708. It accepts the New Testament as the rule of faith and emphasizes the inherent value of all persons, the communal discernment of truth, the necessity of putting faith into action, and the biblical calls to simplicity, nonviolence, nonconformity and transformation through education. Brethren strive to "continue the work of Jesus – peacefully and simply together."

McPherson College's programs integrate career guidance and practical experiences into a traditional liberal arts curriculum that upholds the highest standards of academic excellence. Our goal is to help students discern a vocational call consistent with their gifts and interests and to prepare them for a life of meaningful work.

Community is central to McPherson College. We affirm diversity within the community, emphasizing unity and acceptance rather than judgment and rejection. Because we believe that the pursuit of truth is a collective endeavor, and that the point of scholarly learning is to advance the common good, McPherson College aspires to be a healthy community of learning where whole persons nurture and balance their physical, intellectual, and spiritual components; develop and live in respectful, reciprocal relationships with others; and are committed to responsible service to the world.

ADM 120 - The Mission of McPherson College

**Heritage:** Leaders of the Church of the Brethren founded McPherson College in 1887. For over one hundred years, McPherson College has been dedicated to providing excellent liberal arts education within an environment shaped by the essential values of its founding denomination. The Church of the Brethren, begun in Germany in 1708, proclaims Jesus Christ as Lord and accepts the New Testament as the rule of faith. Brethren values include ethical behavior, non-violence and peace, a simple lifestyle, and the expression of faith through service. Brethren affirm diversity within the community, emphasizing unity and love rather than judgment and rejection. Thus, McPherson College, throughout its history, has provided a community where individuals can become mature, knowledgeable, and value-committed, capable of continued learning and dedicated to serving others.
**Mission Statement:** McPherson College’s mission is to develop whole persons through scholarship, participation, and service.

**Scholarship:** All absolute Truth is God’s Truth and humankind must labor diligently in the pursuit of truth we can know. Thus, McPherson College upholds the highest standards of academic excellence. Faculty strives to teach students to think critically and independently, to communicate clearly and effectively, to integrate knowledge across the disciplines, and to assess the value of conflicts in issues. This is done without coercion, letting the evidence lead the search, and with respect for the consciences and value differences of others.

**Participation:** Students apply knowledge, practice skills, and deepen and broaden their understanding of themselves and others through active participation in diverse learning experiences. A smaller community requires greater participation from its members. For these reasons, McPherson College is committed to being a small college and to encouraging student participation in a variety of activities.

**Service:** God’s love is personified in the life of Jesus who came to serve the world. Through works of peacemaking and compassion, humanity responds to God’s love and becomes an instrument of God’s servanthood in the world. Therefore, McPherson College emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others.

**ADM 140 - McPherson College Code of Ethics**

To maintain the professional environment of an institution of higher education, any student, employee and guest, while on the college campus or while representing the college, shall maintain behavior that is becoming of a professional college environment.

In the pursuit of their professional activities, McPherson College Employees shall take into account not merely the scientific, technical, and economic considerations, but also the social, environmental and ethical implications of their work. The responsibility of McPherson College Employees for the sustainable welfare of the community is an integral part of our professional responsibility.

McPherson College Employees shall pursue the College’s objectives in ways that are consistent with the College’s mission.

McPherson College Employees shall be mindful of, and shall exercise reasonable care not to endanger, public health and safety.

McPherson College Employees shall respect and defend human rights, and shall actively take part in the working community. McPherson College Employees shall encourage fair and equitable treatment of all employees.

McPherson College Employees shall act in a manner that neither compromises nor impairs, nor is likely to compromise or impair, their professional integrity in the performance of their duties. In particular, they shall make all business agreements clear and fair. McPherson College Employees shall uphold equity and dignity and conduct their affairs faithfully.
McPherson College Employees shall maintain the confidentiality of all information in the College’s possession that is given to the College in confidence, or is of a private or sensitive nature, to the extent it is possible to do so consistently with the law and with the best interests of McPherson College.

There will be no video or audio recordings without the express permission of all involved parties except for the following:

1. Public events;
2. College sanctioned security cameras; or
3. By staff for educational or instructional purposes.

This prohibition includes student to student, employee to employee, employee to student and student to employee.

McPherson College Employees shall strive both to maintain and develop their professional competence and knowledge within their special fields, and to be aware of economic, scientific, technical, social, or other related disciplines relevant to their field of employment.

McPherson College Employees shall obey all valid laws and regulations relating to McPherson College’s activities.

Any College employee who reports to outside agencies regarding conduct on the part of the College, or any of its employees, that he or she reasonably believes to be unlawful shall not be terminated or disciplined by the College. McPherson College employees are however encouraged to exhaust the College’s internal remedies before involving outside agencies, insofar as this is reasonably possible.

The purpose of this Code of Ethics is to express high standards toward which McPherson College employees are expected to strive. It is not, however, to be interpreted as expressing or creating any legal duties owed by McPherson College or any McPherson College employee to any third parties. McPherson College understands that persons of good will may differ in their interpretation of the general standards expressed by this Code of Ethics.

This policy shall be reviewed periodically by the Administrative Team.

**ADM 150 – Sexual Violence**

This policy applies equally to all members of the McPherson College community: students, faculty, administrators, staff, contract employees, and visitors.

The college is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Any victim of alleged sexual violence shall be promptly notified by the Dean of Students or the Director of Human Resources of her/his rights in writing. Likewise, McPherson College shall make 24-hour assistance available to those, who have been affected by sexual violence, through the Dean of Student’s
Office or the college’s Human Resources Department. Additionally, the victim’s name shall be withheld from any timely reports as required by the Clery Act.

Sexual violence is inclusive of the following definitions:

1. **Sexual assault** includes the attempt or act of rape (sexual intercourse without consent or with a child under the age of consent, by a stranger, an acquaintance or an intimate), forced sodomy (forced oral or anal sex), or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person’s intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another’s intimate parts;

2. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law;

3. **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction; and/or

4. **Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

The above acts constitute sexual violence when they are committed against a person’s will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant’s responsibility for the sexual violence.

The college will respond promptly, confidentially, fairly, and decisively to all reports of sexual violence by investigating. Any charge must be proved by preponderance of evidence.

A member(s) of the college community, if made aware of an alleged incident of sexual violence, shall be mandated to promptly report the alleged incident to the Dean of Student Services and/or the Director of Human Resources, for prompt investigation.

A member(s) of the college community accused of sexual violence and, if the allegation is substantiated beyond a reasonable doubt, will be subject to the college’s disciplinary policies when the alleged incident has occurred on-campus or when the incident has occurred off campus and materially affects the learning environment or operations of the college.

Members of the college community, who are aware of an incident of sexual violence, and fail to report the incident to any of the designated parties in this policy, shall likewise be subject to the college’s disciplinary policies.
Sexual violations are serious violations of the college’s student code of conduct, faculty standards and college employee and administrative policies. They may be crimes under state law and punished by fines and/or imprisonment. In addition, these actions may be subject to civil suit for damages.

The Dean of Students serves as the Title IX Coordinator for the college.

The offices of the Dean of Students and Human Resources shall provide education including prevention and awareness programs to the college community on an annual basis.

These programs shall include

- a statement that the institution prohibits these offenses;
- the definition of domestic violence, dating violence, sexual assault, and stalking in its jurisdiction;
- the definition of consent in reference to sexual activity;
- safe and positive options for bystander intervention;
- information on risk reduction to recognize warning signs of abusive behavior and
- the sexual violence incident protocol.

Additionally these programs will provide education how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The college will provide on-going prevention and awareness campaigns on this policy for students, faculty and staff.

The sexual violence incident protocol includes:

1. The procedures that will be followed once an incident of these crimes has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from the report;
2. The procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:
   a. importance of preserving evidence;
   b. to whom the alleged offense should be reported and
   c. options regarding law enforcement and campus authorities, including notification of the victim’s option to notify law enforcement (on-campus and local police), be assisted by campus authorities in notifying law enforcement if the victim so chooses, the option to decline to notify such authorities, and, where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a court.
3. The procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault and stalking, which shall include statements that proceedings shall:
   a. provide a prompt, fair, and impartial investigation and resolution;
   b. be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability and
c. the accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

4. Information on how:
   a. both the accuser and the accused shall be simultaneously informed, in writing, of:
      i. the outcome of the institutional disciplinary proceeding;
      ii. the institution’s procedures for the accused and the victim to appeal the results;
      iii. any change in the results that occurs prior to the time the results become final;
      iv. when the results become final;
      v. information about how the institution will protect the confidentiality of victims;
      vi. written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community and
      vii. written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

This administrative policy, in association with the sexual violence incident protocol, is intended to be compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998 and more recently on March 7, 2013, Violence Against Women Reauthorization Act (VAWA) which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees, and to any applicant who so requests. This college policy also is intended to comply with the VAWA, inclusive of the Campus Sexual Violence Elimination Act (Campus SaVE). Any interpretation of this policy should be done with this intent in mind.

ADM 160 - Changes in Policies and Procedures

McPherson College is a dynamic institution and changes in Policies and Procedures are expected to occur from time to time.

Changes in the Policies and Procedures outlined in this online Policy and Procedure System will be sent to all employees via the campus wide communication network so that employees are kept current.

Recommendations from employees for change will be considered within the limits of available college resources.

ADMIN 170 Equal Opportunity Employer

McPherson College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, GINA (the Genetic Nondiscrimination Identification Act), sexual orientation, or any other characteristic protected by applicable federal, state, or local laws. This
policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. This policy also includes applicants.

Retaliation against any employee for filing or supporting a complaint of discrimination or harassment in violation of this policy is also prohibited.

Employees are encouraged to report suspected violations of this policy to their supervisors, Human Resources or the college President for timely investigation and response.

**ADMIN 180 – Discrimination and Harassment**

**Purpose**

All McPherson College employees are expected to conduct themselves in accordance with the utmost respect for the dignity of all persons. In compliance with Title VII of the 1964 Civil Rights Act and Kansas law, McPherson College prohibits the discrimination and harassment of students, employees, or visitors, and is committed to investigating and resolving all such complaints. This policy applies to faculty, staff, students, applicants, vendors, contractors, or other persons doing business with the College. These prohibitions apply to the workplace, other work-related settings, such as business trips and college-related social events or in any capacity that an employee or student is representing the college or on college property.

Such prohibited conduct will result in disciplinary action up to and including termination for any college employee.

Regardless of the merits of the underlying complaint, retaliation is prohibited against anyone who has reported discrimination and/or harassment or who has participated in an investigation of discrimination and/or harassment. Failure to cooperate fully and truthfully may result in discipline.

Procedures for reporting, investigating, and hearing complaints of discrimination and/or harassment are described below.

**Policy**

Any form of discrimination and/or harassment, whether because of one’s race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, GINA (the Genetic Nondiscrimination Identification Act), sexual orientation, or any other characteristic protected by applicable federal, state, or local laws or activity is prohibited. These prohibitions apply to the workplace, other work-related settings, such as business trips and college-related social events or in any capacity that an employee or student is representing the college or on college property.
**Definition of Discrimination and/or Harassment**

Employment discrimination as defined by the College is a form of discrimination based on one’s race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, GINA (the Genetic Nondiscrimination Identification Act), sexual orientation, or any other characteristic protected by applicable federal, state, or local laws. Earnings differentials or occupational differentiation is not in and of itself evidence of employment discrimination. Discrimination can be intended and involve disparate treatment of an individual or group or can be unintended to create disparate impact for an individual or group.

**Reporting Procedure**

McPherson College is committed to providing a work and educational environment free of discrimination and/or harassment. To that end, members of the College community are encouraged to address concerns of discrimination and/or harassment by:

1. Reporting a complaint of discrimination and/or harassment to your supervisor, Director of Human Resources, the Dean of Students, or a member of college administration, with whom you feel comfortable.

Any report of discrimination and/or harassment should be properly documented by the person hearing the complaint and forwarded to the Director of Human Resources. Complaints of discrimination and/or harassment must be filed with the Director of Human Resources within 180 calendar days of the alleged incident.

A timely resolution of each complaint will be reached and appropriately communicated to the complainant and the alleged. Confidentiality of reports and investigations of discrimination and/or harassment will be maintained to the extent possible and involve only those who have a legitimate need to know.

Any faculty or staff member who, after appropriate investigation, is found to have engaged in discrimination and/or harassment while representing the College will be subject to disciplinary action, up to and including termination.

Any disciplinary actions associated with an investigation of discrimination and/or harassment will be kept in the employee’s personnel file. Materials associated with the investigation including the compliant shall be kept in a separate, confidential file within the college Human Resources office.

**Retaliation Protection**

McPherson College will not in any way retaliate against any individual, who, in good faith, makes a report of discrimination and/or harassment or participates in an investigation of discrimination and/or harassment. Retaliation is a serious violation of the discrimination and/or harassment policy and should be reported immediately to the Director of Human Resources. Any person found to have retaliated
against another individual for reporting discrimination and/or harassment or participates in an investigation of discrimination and/or harassment will be subject to appropriate disciplinary action, up to and including termination.

ADMIN 185 - Sexual Harassment

Policy

All McPherson College employees are expected to conduct themselves in accordance with the utmost respect for the dignity of all persons. In compliance with Title VII of the 1964 Civil Rights Act and Kansas law, McPherson College prohibits the sexual harassment of students, employees, or visitors, and is committed to investigating and resolving all such complaints. This policy applies to faculty, staff, students, vendors, contractors, or other persons doing business with the College. These prohibitions apply to the workplace, other work-related settings, such as business trips and college-related social events or in any capacity that an employee is representing the college or on college property.

Such prohibited conduct will result in disciplinary action up to and including termination for any college employee.

Regardless of the merits of the underlying complaint, retaliation is prohibited against anyone who has reported sexual harassment or who cooperates in an investigation. Failure to cooperate fully and truthfully may result in discipline.

Procedures for reporting, investigating, and hearing complaints of sexual harassment are described below.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by federal law.

1. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical behaviors, because of a person’s gender, sexual identity, or sexuality when:
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic advancement or employment;
3. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
4. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Items (1) and (2) above describe quid pro quo (this for that) harassment. This type of harassment involves promise of reward or threat of punishment, explicitly or implicitly, for sexual cooperation. In quid pro quo one incident is enough to constitute sexual harassment. Items (3) and (4) above describe hostile environment harassment. It is also a violation of federal law and College guidelines. Generally, a
pattern of behavior is required to create a hostile environment, though such behavior may be so egregious that a single incident is enough to create such an environment. The conduct must be actually subjectively offensive (to the complaining party) and objectively offensive (to a hypothetical reasonable third party in the same circumstances).

Sexual harassment often occurs in situations where one person is in a position of power or authority over another, but it can occur where there is no evident power differential (i.e. faculty-faculty, staff-staff, student-student). Both women and men can be harassed, or harassment can be same-sex harassment.

Sexual harassment may be verbal, visual, or physical. Verbal harassment may include comments on one’s appearance or body; questions about one’s intimate relationships; graphic, obscene, degrading comments or jokes. Suggestive sounds, ridicule, written or oral invitations and advances that are inappropriate and unwelcome may be harassment. Visual conduct that can be harassing includes such actions as leering, staring at certain body parts, and displaying sexual objects, offensive posters or pictures. Physical harassment includes any unwelcome hugging or touching, pinching, fondling, or kissing. Forced sexual contact, the most extreme of which is rape, is clearly physical harassment.

**Reporting Procedure**

McPherson College is committed to providing a work and educational environment free of sexual harassment. To that end, members of the College community are encouraged to address concerns of sexual harassment by:

1. Reporting a complaint of sexual harassment to your supervisor, Director of Human Resources, Dean of Students, or a member of college administration, with whom you feel comfortable.

Any report of sexual harassment should be properly documented by the person hearing the complaint and forwarded to the Director of Human Resources. Complaints of sexual harassment must be filed with the Director of Human Resources within 180 calendar days of the alleged incident.

A timely resolution of each complaint will be reached and appropriately communicated to the complainant and the alleged. Confidentiality of reports and investigations of sexual harassment will be maintained to the extent possible and involve only those who have a legitimate need to know.

Any faculty or staff member who, after appropriate investigation, is found to have engaged in sexual harassment while representing the College will be subject to disciplinary action, up to and including termination.

Any disciplinary actions associated with an investigation of sexual harassment will be housed in the employee’s personnel file. Materials associated with the investigation including the compliant shall be housed in a separate, confidential file within the college Human Resources office.

**Retaliation Protection**
McPherson College will not in any way retaliate against any individual, who, in good faith, makes a report of sexual harassment or participates in an investigation of sexual harassment. Retaliation is a serious violation of the sexual harassment policy and should be reported immediately to the Director of Human Resources. Any person found to have retaliated against another individual for reporting sexual harassment or participating in an investigation of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

ADMIN 190 – Administrative Leave of Absence

The college president, or in her/his absence the college president’s designee, may place any college staff member on paid or unpaid administrative leave of absence. An example of the president’s use of such authority could include placing an employee on paid administrative leave while conducting an internal investigation of allegations of a workplace violence incident or any other internal investigation.

The employee shall be notified of the reason s/he is being placed on an administrative leave of absence.

The college president shall collaborate with the Director of Human Resources and employee’s supervisor in such actions.

This leave of absence is not part of the progressive discipline system but outcomes of the leave may result in disciplinary action against said employee.

ADMIN 200 – Confidentiality

Since the college deals with very personal and confidential information, college employees hold a position of trust. All records, reports, memoranda, correspondence, and all other confidential information must be kept in strict confidence.

Discussion of your work should be limited to co-workers directly involved in handling a particular item of business.

ADMIN 210 – Workplace Violence

The safety and security of McPherson College employees, students, and visitors is of vital importance to the College. Therefore, acts or threats of physical violence including, but not limited to, intimidation, harassment or coercion, which may be directed towards another employee, visitor or student or affect the College or occur on College property, by an employee or representative of the College shall not be tolerated.

College property has been properly marked with the Kansas Attorney General’s approved posting indicating that concealed carry will not be permitted.

Individuals, other than law enforcement, shall not be allowed to carry a weapon, regardless of license, onto College property or while otherwise engaged in the duties of College employment. Employees, with or without license, may not carry a weapon onto College property including having a weapon in employee’s car parked on College property.
Employees should immediately report any behavior which may constitute a potentially violent situation to any College administrator.

A student in violation will be referred to the Dean of Students; an employee violation will be referred to the employee’s supervisor. 911 should be called if a visitor is in violation of this policy. In the case of an illegal violent incident contact the local police by dialing 9+911 from any campus phone. Only law enforcement agencies should attempt to apprehend the offender. The College’s Director of Facilities Management may be consulted on any campus violation.

An employee in violation of this policy may be placed on paid administrative leave of absence by the College president or in her/his absence, the president’s designated representative, pending the results of an internal investigation.

Any employee who is found, after a proper investigation, to have been in violation of this policy shall be subject to disciplinary action, up to and including termination of employment. A violation of this policy is not considered to be a criminal violation but a violation of College policy. The employee will be notified of the action to be taken. The action to be taken will be reviewed by Human Resources with possible review by College legal counsel before it is communicated to the employee.

Definitions
For the purposes of this policy, acts of violence and threats of violence are defined, but not limited to:

- Any direct or indirect threat, behavior or action which suggests personal violation or endangers a person’s safety, including but not limited to sexual assault, stalking, and verbal or non-verbal threats or intimidation or harassment. A direct or indirect threat of violence can be made in person, through electronic media, or by phone;
- Behavior likely to result in an act of aggression such as a display of escalating anger;
- Any act that is a physical battery including, but not limited to, beating, stabbing, shoving, kicking, throwing of objects, shooting, or rape; and/or
- Acts that destroy or damage property including, but not limited to, vandalism, arson, or sabotage.

An investigation of the reported incident will be completed by the College’s Director of Facilities Management. The College will conduct any required investigation in a confidential manner and will inform only those persons, who have a legitimate need to know.

Documentation of the incident, and action taken, will be kept in a separate, confidential file in the College Human Resources office. A copy of any discipline including termination, which is a consequence of the investigation, shall be kept in the employee’s Human Resources file.

In Case of Emergency:

Dial 9+911 on campus phones or 911 on a personal phone
Academic Affairs 620-242-0506 or extension 2506
Student Services 620-242-0501 or extension 2501
Advancement 620-242-0424 or extension 2424
President’s Office 620-242-0405 or extension 2405
Human Resources 620-242-0454 or extension 2454
ADMIN 220 – Employment At Will

The Handbook and its contents do not constitute an express or implied contract of employment. Unless otherwise provided in an express written contract, employment at the College is at will and may be terminated for any reason, with or without notice, by the College or by you, as an employee. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of McPherson College employees.

Only the President of the College or his/her designee is authorized to bind the College to a written contract of employment.

McPherson College has certain standards of conduct and performance; therefore poor performance or misconduct may result in discipline up to and including termination. This does not constitute at change in the employee-at-will status.

ADMIN 225 – Americans with Disability (ADA) Reasonable Accommodation Policy

I. Purpose

The purpose of the Americans with Disabilities Act (ADA) Reasonable Accommodation Policy is to provide policy and procedures to ensure equal and effective opportunities for persons with disabilities and full compliance with the employment provisions of Titles I and II of the Americans with Disabilities Act, including the ADA Amendments Act of 2008.

II. Policy

The College is committed to providing equal access and opportunity to qualified persons with disabilities in all terms and conditions of employment and in all College programs and services. The College recognizes that in order to have equally effective employment opportunities and benefits, individuals with disabilities may need reasonable accommodation. The College will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodation, as necessary, to afford equal employment opportunity and equal access to programs, services, and benefits for qualified persons with disabilities. Questions regarding reasonable accommodation and/or discrimination on the basis of disability should be directed to the College Director of Human Resources.

III. Definitions

Disability with Respect to an Individual Means: A physical or mental impairment that substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such impairment.

In addition, an individual may not be discriminated against due to association with a person who has, has a record of, or is regarded as having such impairment.

Major life activities are:
(1) Major life activities include, but are not limited to, caring for oneself, performing manual
tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking,
breathing, learning, reading, concentrating, thinking, communicating, and working.
(2) It also includes the operation of a major bodily function, including, but not limited to,
functions of the immune system, normal cell growth, digestive, bowel, bladder,
neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

**Regarded as having such an impairment** means the absence of a physical or mental
impairment but regarding or treating an individual as though such an impairment exists. An
individual meets the requirement of being “regarded as having such an impairment” if the
individual establishes that such individual has been subjected to a prohibited action because
of an actual or perceived physical or mental impairment whether or not the impairment
limits or is perceived to limit a major life activity. Being “regarded as” having an impairment
shall not apply to impairments that are transitory or minor. A transitory impairment is an
impairment with an actual or expected duration of six months or less. A reasonable
accommodation or a reasonable modification to policies, practices or procedures need not
be provided to an individual who only meets the “regarded as” definition of disability.

**A Qualified Person with a Disability** is a person who satisfies the requisite skills, experience and
other job-related requirements of the position and who, with or without reasonable
accommodation, can perform the essential functions of the job.

**Essential Functions** are job duties that are fundamental to the position, not marginal to the
position. Duties are what must be accomplished, not how the duties are performed. Essential
functions are those job duties that are so fundamental to the position that the individual cannot
do the job without being able to perform them. A function can be “essential” if, among other
things, the position exists specifically to perform that function, there are a limited number of
other employees who could perform the function if it were assigned to them, or the function is
specialized and the employee is hired based on the ability to perform the function.

**Reasonable Accommodation** means modifications or adjustments to a job application process
that enable a qualified person with a disability to be considered for a position OR modifications
or adjustments to the job, work environment, or the way in which work is customarily
performed that permit a qualified employee with a disability to perform the essential functions
of the job or enjoy the benefits and privileges of employment equal to those of employees
without disabilities.

**Disability** shall be construed in accordance with the following:
(1) The definition of disability shall be construed in favor of broad coverage;
(2) an impairment that substantially limits one major life activity need not limit other major
life activities in order to be considered a disability;
(3) an impairment that is episodic or in remission is a disability if it would substantially limit a
major life activity when active; and
(4) (A) The determination of whether an impairment substantially limits a major life activity
shall be made without regard to the beneficial effects of mitigating measures such as
the following:
(i) Medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eye glasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
(ii) use of assistive technology;
(iii) reasonable accommodations or auxiliary aides or services; or
(iv) learned behavioral or adaptive neurological modifications.

(B) The beneficial effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether and impairment substantially limits a major life activity.

(C) As used in this subparagraph:
   (i) "Ordinary eyeglasses or contact lenses" means lenses that are intended to fully correct visual acuity or eliminate refractive error; and
   (ii) "low-vision devices" means devices that magnify, enhance, or otherwise augment a visual image.

Undue hardship means that a specific accommodation would require significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and cost of the accommodation needed and the impact of the accommodation on the operations of the College.

IV. Procedures

A. Employment Applicant Request for Accommodation:

1. All application materials shall be made available in alternative formats, upon request, according to the needs of a qualified person with a disability. The College jobs website shall include the following statement or its equivalent and applicants shall be notified that they can request reasonable accommodation for the application, testing and interview process as follows:

   To request an ADA accommodation or for more information, please contact the Director of Human Resources at (620) 242-0454

2. Applicant requests for reasonable accommodation shall be made to the College Director of Human Resources.

3. Upon receiving a request for reasonable accommodation, the Director of Human Resources will evaluate the request and determine what, if any, accommodation is appropriate. To ensure that all reasonable accommodations have been considered, the Director of Human Resources will talk to the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the College is choosing between different possible reasonable accommodations.

4. The Director of Human Resources may request medical documentation of the applicant's disability if the disability and/or the need for accommodation is not obvious. Documentation of an applicant’s disability is confidential.
5. If an accommodation is appropriate, the Director of Human Resources will assist the hiring authority in arranging the accommodation.

6. In cases where requests for accommodation are not approved such as the employee is not deemed eligible for an ADA accommodation, what reasonable accommodation is needed or was approved or there was a finding of hardship, the Director of Human Resources shall inform the applicant in writing of the decision and inform the applicant of the availability to appeal the decision to the College President.

B. Employment Interview Request for Accommodation:

1. Applicants who have received employment interview offers may make an accommodation request. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for a person's disability.

2. The Director of Human Resources may request documentation of the applicant's disability. Documentation of an applicant's disability is confidential.

3. The Director of Human Resources shall make a decision regarding the request and, if approved, arrange the accommodation. If the request is not approved such as the employee is not deemed eligible for an ADA accommodation, what reasonable accommodation is needed or was approved or there was a finding of hardship, the Director of Human Resources shall inform the applicant in writing of the decision and inform the applicant of the availability to appeal the decision to the College President.

C. Selected Applicant Request for Reasonable Accommodation:

1. After interviewing all applicants and evaluating all relevant, non-medical information, the hiring authority or designee makes a conditional offer of employment to the applicant who is determined to best match the needs of the position. If necessary, the selected applicant may request reasonable accommodation to perform the essential functions of the job.

2. When the disability and/or the need for accommodation is not obvious, the Director of Human Resources may request medical documentation concerning the individual's status as a person with a disability and his or her functional limitations to verify the need for accommodation.

3. The Director of Human Resources will review the medical documentation to determine whether or not the person has a disability that qualifies under the ADA.

4. The Director of Human Resources, in consultation with the selected applicant, and hiring authority or designee, shall:

   a. Ensure that the applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.
b. Review to determine if the accommodation shall enable the individual to perform the essential functions of the job by:

1. Obtaining relevant job and task information through a job analysis;
2. Determining if job duty or function is essential by review of analysis;
3. Exploring job modification alternatives by consulting with the individual;
4. Identifying barriers to job performance and assessing how accommodation could overcome those barriers;
5. Determining the most effective modification or adjustment for the individual.

c. Determine whether the reasonable accommodation would pose an undue hardship for the employer considering the nature and cost of the accommodation and the financial resources available.

d. The hiring authority or designee, in consultation with the Director of Human Resources, shall consider the reasonableness of the proposed accommodation.

e. If approved, implement a reasonable accommodation giving consideration to the preferences of the individual, or notify the individual that the requested accommodation is not reasonable. While the individual's preferences will be given consideration, the College is free to choose among reasonable accommodations.

f. The individual may accept or reject the decision and/or the specific accommodations proposed. The individual may offer additional information and/or may propose alternative accommodations.

g. The Director of Human Resources may consult with appropriate staff, managers, or technical specialists to decide if the proposed alternative is feasible or would cause an undue hardship for the College. The ultimate decision on which reasonable accommodation to provide shall, however, be the College's decision.

h. The selected applicant, supervisor/manager/hiring authority or designee, and the College Director of Human Resources shall complete and sign a reasonable accommodation agreement detailing the accommodation to be provided. The employing department shall implement the agreed-upon accommodation.

i. The individual may disagree with the decision or reject the accommodation offered and may appeal the decision to the College President. However, if the individual cannot perform the essential functions of the job as a result of the rejection, the accommodation process may cease.

D. Current Employee Request for Accommodation:

1. An employee who believes he/she needs reasonable accommodation to enable them to perform the essential functions of his/her job, or to enjoy the benefits and privileges of employment, shall inform the supervisor, or the College Director of Human Resources, of
the need for an accommodation. When employee requests for accommodation are made
to the supervisor, the supervisor shall contact the College Director of Human Resources
for assistance.

2. The employee will meet with the College Director of Human Resources, who will explain
the reasonable accommodation process and may request appropriate medical
documentation if the disability and/or the need for accommodation is not obvious.

3. The College Director of Human Resources may request and evaluate information from
the employee’s medical professional to determine the existence of disability or the need
for accommodations. Requests will include job-related limitation(s) created by the
employee’s disability. Medical records of the employee’s condition shall be kept
confidential in a locked file separate from the employee’s personnel record. Limitations
as a result of the condition will be provided to the employee’s supervisor.

4. The College Director of Human Resources, in consultation with the employee and
employee’s supervisor, shall:
   a. Discuss the purpose and essential functions of the particular job involved.
      Completion of a step-by-step job analysis may be necessary;
   b. Identify the potential accommodation(s) and assess the effectiveness of each in
      enabling the employee to perform the essential functions of the job; and,
   c. Recommend the accommodation(s) that is most appropriate for both the individual
      and the employer. While the individual’s preference will be given consideration, the
      College is free to choose among reasonable accommodations.

5. To ensure that all effective accommodations have been considered, the College Director
of Human Resources shall talk to the individual requesting the accommodation where
the specific limitation, problem, or barrier is unclear; where an effective accommodation
is not obvious; or where the parties are choosing between different possible reasonable
accommodations. The reasonable accommodation procedure is intended to be an
interactive process, with the involvement of the employee requesting the
accommodation.

6. The employee and the employee’s supervisor and the College Director of Human
Resources shall complete and sign a reasonable accommodation agreement detailing
the accommodation to be provided. The employing department shall implement the
agreed-upon accommodation, and make necessary adjustments.

7. If an employee who requested an accommodation disagrees with the recommended
accommodation, he/she may appeal the decision to the College President.

8. After an accommodation is provided, the College Director of Human Resources will
follow-up to evaluate the effectiveness of the accommodation.

9. If at any time there is a question about the continuing nature of an employee’s
reasonable accommodation, or if adjustments to the accommodation plan are
necessary, the employee or the employee’s supervisor shall contact the College Director
of Human Resources.
10. Temporary conditions may be covered as disabilities depending on the duration and impact of the impairment and the extent it limits major life activities and shall be treated on a case-by-case basis.

11. Requests for leave or reassignment as a reasonable accommodation due to a disability will be considered on a case-by-case basis. Typically, these are considered the “accommodations of last resort” and only utilized in certain circumstances when other accommodations would not be effective. Requests for leave or reassignment as an ADA accommodation should be directed to the College Director of Human Resources.

E. Medical Documentation:

1. Medical documentation may be requested by the Director of Human Resources only when the disability or need for accommodation is not obvious, or restrictions must be defined. Information from the employee’s medical practitioner may be necessary to document the employee’s job-related limitation(s) and to assist in determining an effective reasonable accommodation for the employee. The College Director of Human Resources will make all requests for medical documentation. The employee requesting an accommodation is responsible for providing the medical documentation requested. When additional information is needed, the College Director of Human Resources will request permission from the employee to contact their medical practitioner. Supervisors and managers may not request information about the employee’s disability or have access to the employee’s medical information other than restrictions imposed.

2. If the College Director of Human Resources finds the documentation insufficient to provide an accommodation, the College Director of Human Resources will explain why the documentation is insufficient and request more complete information from the employee and directly from the employee’s medical practitioner if the employee provides a written release. If the employee still fails to provide sufficient documentation from their health care professional to substantiate that a disability exists and a reasonable accommodation is needed, the College may refuse to provide the accommodation or require the employee to be examined by an appropriate health care professional of the College's choice and at the College's expense.

3. An employee’s failure to provide necessary documentation where it has been properly requested could result in a denial of reasonable accommodation.

F. Dissemination of Reasonable Accommodation Procedures

1. Copies of the reasonable accommodation policy shall be readily available to all College employees. The policy shall be posted on the College’s intranet. It will also be available in a designated location such as the Director of Human Resources’ office.

2. The College’s reasonable accommodation policy shall be accessible to individuals with disabilities. Copies of the reasonable accommodation Policy will be made available in alternative formats, such as large print or Braille, on request by contacting the College Human Resources Director.
ADMIN 230 Expenses & Expenses Reimbursement

GENERAL:

It is expected that from time to time it will be necessary and appropriate for an employee, as a part of their assigned duties, to incur expenses on behalf of the College.

The College intends to pay, or reimburse employees, for all reasonable, necessary, and appropriate expenses in a timely manner. To ensure that College resources are used appropriately, this document sets forth the expectations associated with expense reimbursement.

POLICIES:

College Credit Card Policy
College credit cards are made available to various College employees to be used for the payment of the College expenses including lodging, car rental, meals, airline tickets, online purchases, and other miscellaneous expenses. These college credit cards are intended for business related expenses only and are not to be used for any other purpose such as personal expenses.

College Cash and Check Advance Policy
The College makes available from time to time cash or check advances to academic staff, administrative staff, and to certain authorized clubs to be used for the payment of the College expenses. These advances are intended for business related expenses only and are not to be used for any personal purchases.

Reimbursement Policy
Persons who incur expenses for College business are encouraged to incur the lowest practical and reasonable expenses that effectively accomplish the intended purpose. College employees are expected to avoid impropriety, or the appearance of impropriety, in any expense. They must conduct College business with integrity, and in a manner that excludes consideration of personal advantage or creates a conflict of interest (or the appearance of such a conflict).

This policy applies to all college employees requesting reimbursement from the College, regardless of the source of funds. Departments may elect to impose additional controls over expenditures consistent with those required within this policy.

If there is any question regarding the potential appropriateness or necessity of an expenditure, please consult the Cabinet member responsible for your department or organization. You may also address such questions to the Business Manager.

Failure to abide by these policies and associated procedures, or inappropriate use of the College credit card, may result in the College refusing to pay or reimburse the expense. It may also result in the cancellation of the credit card. In any case of misuse, the College reserves the right to recover any monies from the employee and to take appropriate disciplinary action.
PROCEEDURES:

College Credit Card Procedure
All charges listed on the credit card statement must be supported by original itemized receipts. For any online purchases, a screen print with itemized detail documents the charge. Each receipt should have hand-written comments stating the purpose of the purchase, the account code(s) to which the expense is to be charged, the signature of the individual submitting the receipt and the date it was signed.

Receipts for credit card purchases may be submitted as they are incurred, but they must be submitted for the prior month’s charges no later than the 10th of the current month. Each individual holding a College credit card will have his/her own individual folder located in the Business Office where credit card receipts will befiled. The business office will inform (via email or phone call/message) individuals of missing receipts or account codes. To facilitate timely payment of the credit card bill, the cardholder should provide the requested documentation within 3 weekdays or make other arrangements acceptable to the Business Office.

Once a reconciliation of receipts and credit card statements has been performed by the Business Office, those statements with supporting receipts will be submitted to credit card holder’s supervisor for approval. Supervisors will then be required to resubmit those statements with a signature of approval (on the statement) to the Business Office in a timely manner.

Wal-Mart Card Procedure
The College provides for the use of a Wal-Mart charge card for College purchases. All charges listed on the Wal-Mart charge card must be supported by original itemized receipts. Each receipt should have hand-written comments stating the purpose of the purchase, the account code(s) to which the expense is to be charged, the signature of the individual submitting the receipt and the date it was signed. Wal-Mart charge card should be returned to the Business Office as soon as possible following its use.

Reimbursement Procedure
To receive reimbursement for out-of-pocket expenses, an employee must complete a reimbursement form (RF) electronically and submit it to the Business Office. (If a college credit card is used for all expenses, a RF is not required because credit card charges are not out of pocket expenses.) Note to Faculty: This reimbursement procedure does not apply to faculty professional development expenses. Please continue to submit a Professional Development Attendance Report to the Provost’s office.

Allowable expenses
Any amount listed for reimbursement must be for an allowable expense (necessary, reasonable, and customary for the stated business purpose) and the amount of the reimbursement request must be accurate. It must also reflect an out-of-pocket expense to the individual (i.e., it cannot have been charged to a college credit card, or otherwise paid by the College).

Basic Instructions for completion of RF:
Do

1. Complete all applicable fields
2. Explain business purpose clearly and concisely
3. Attached conference registration forms, overall conference agendas, etc. and whatever is needed to outline basis activities and schedule.
4. Attached all required itemized receipts for expenses claimed.
5. Double-check accuracy of mileage amounts.
6. Include explanatory comments for any unusual circumstances or costs
7. Obtain all needed signatures (including yours)
8. Whenever possible, submit the completed RF as soon as reasonably possible after incurring the expense and no later than 30 days after the expenditure.

Don’t

1. List college credit card charges as reimbursable items

College Cash and Check Advances

Advances are funds issued to an individual to cover expected College expenditures. Cash advances will not exceed $200. Check advance will not exceed $500.
To request a cash advance:
1. Complete a cash requisition form
2. Receive approval for cash advance from your supervisor
3. Submit form to the business office 5 business days prior to the need for the cash

To request a check advance:
1. Complete a check requisition form
2. Receive approval for cash advance from supervisor
3. Submit form to the business office 15 days prior to the need for the check

If an advance has been issued, a RF must be submitted within 15 days of the expense being incurred, with a check or cash attached if unused funds need to be returned.

Mileage Reimbursement Policy:

It is the policy of McPherson College to reimburse employees for expenses associated with the reasonable and necessary use of their privately owned vehicles in connection with College business. Prior approval by the employee’s supervisor is required.

Occasional Rate:
Reimbursement will be made of a per mile basis at the Occasional Rate.

Effective January 1, 2007, the Occasional Rate is $0.35 per mile.

This rate may be reviewed from time to time and shall be changed upon recommendation of the Business Manager, with the concurrence of the President.
Recurring Rate:

Some College employees are expected to drive a substantial number of miles on College business as a part of their recurring job duties during the course of a year (e.g., fundraisers, recruiters, etc.) The College will identify the positions and persons occupying these positions for reimbursement of expenses for mileage using a personal vehicle at a higher Recurring Rate.

Effective January 1, 2007, the Recurring Rate is $0.45 per mile.

The Business Manager, in consultation with the appropriate Cabinet member, shall designate those positions and persons eligible for reimbursement at the Recurring Rate each year by July 1. Changes in the list may be made throughout the year as needed at the discretion of the Business Manager.

In situations where an employee is expected to drive significant miles on College business, the employee and their supervisor are encouraged to consider the use of rental cars as well as personal vehicles.

Miscellaneous:

Should an unusual situation arise, exceptions to these Policies and Procedures will be handled on a case by case basis following approval by the Business Manager and the individual’s direct supervisor.

ADMIN 235 - Whistleblower

McPherson College imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and/or dishonesty, they should immediately advise their supervisor or staff officer with whom they feel most comfortable, so the College can promptly investigate the matter.

In instances where a staff officer or a member of the board of directors is suspected of a fraudulent act, the president or vice president should ordinarily be informed. Depending on the accusations, however, a concerned staff member may wish to communicate directly with the chair of the board of trustees. The chair will in turn bring the matter to the attention of the audit committee for such action as the committee finds appropriate in the circumstances.

Employees bringing forward such information will be protected against any adverse employment action. Any employee who is found to have engaged in retaliation will be subject to severe disciplinary action, up to and including termination of employment.

ADMIN 240 – Military Recruiters

McPherson College’s Statement of Mission expresses the College’s dedication to providing “an environment shaped by the essential values of its founding denomination,” the Church of the Brethren. Among these values are non-violence and peace. As one of the historic peace churches, the denomination has maintained its opposition to war and counsels its members against participation in the military. The Brethren also, as noted in the mission statement, “affirm diversity within the
community,” and the pursuit of truth is done “with respect for the consciences and value differences of others.”

Thus the official policy of McPherson College is to permit official military recruiters on campus, but only when they are specifically invited to visit with a member of the College community. Individual students may request such visits through the career services office and will be assigned a private room for an interview. There will be no general enlistment activities on campus. This includes posters, advertisements in College publications, special display tables or booths for recruitment materials, and commissioning ceremonies.

**ADMIN 280 – Information Technology Usage**

This statement constitutes a college-wide policy for the appropriate use of all McPherson College computing and network resources. It is intended to provide effective protection of individual users, equitable access, and proper management of those resources. These guidelines are intended to supplement, not replace, any and all existing laws, regulations, agreements, and contracts that apply to those resources.

Access to the McPherson College network and computer systems is granted subject to College policies and local, state and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. The use should demonstrate respect for intellectual property, ownership of data, system security, each individual’s rights to privacy, freedom of speech, and freedom from intimidation and harassment.

McPherson College is not responsible for unlawful, unethical, or otherwise unacceptable use of the information technology environment, including computers and computer networks or other electronic communication systems.

It is your responsibility as a user to be aware of the possible effects of manipulating information in the electronic form, to understand the changeable nature of electronically stored information, and to continuously verify the integrity, correctness and completeness of all information that you compile, create or use.

Use of McPherson College network and computer systems is conditioned upon compliance with this and other College policies and applicable laws. Though not exhaustive, the following is a partial list of activities that are **NOT** allowed:

- using facilities, accounts, access codes, privileges or information that you are not authorized to use;
- viewing, copying, altering, or destroying anyone’s files without the individual’s permission;
- representing yourself as another user;
- harassing others;
- creating and/or forwarding chain letters;
posting or mailing obscene materials;
playing games that interfere with academic or administrative use;
making, distributing, or using unauthorized copies of licensed software;
unauthorized copying, reproducing or redistributing of another’s text, photos, sound, 
video graphics, or information formats;
obstructing another’s work by consuming large amounts of system resources;
introducing or producing destructive software (viruses);
attempting to cause or intentionally causing system crashes;
running or configuring software or hardware to intentionally allow access by unauthorized 
users;
attempting to circumvent or subvert any system’s security measures;
e-mailing unsolicited advertising or otherwise using College network and/or equipment for commercial 
gain;
disrupting services, damaging files or intentionally damaging or destroying equipment, software or 
data belonging to others;
using computing resources for unauthorized monitoring of electronic communications. storing 
personal files of copy written material on McPherson College computers.

All users should report any improper usage of McPherson College’s computers, networks or other 
information processing equipment to Computer Services, ext. 2456.

Persons in violation of this policy are subject to the full range of sanctions and discipline, up to and 
including termination. Some violations may constitute criminal offenses, under local, state or 
federal laws. The College will carry out its responsibility to report criminal offenses to the 
appropriate authorities.

For reasons of efficiency and security, McPherson College reserves the right of access to all data 
contained on any computer equipment owned by the College. Employees are advised that they have 
no legitimate expectation of privacy with respect to their use of such equipment.

**ADMIN 300 – Library and Media Services**

Miller Library is committed to supporting faculty, staff, and students in their classroom activities, 
independent research, personal development, and cultural and societal studies and to helping all 
students achieve information literacy, in general and in their specific areas of study. All staff 
members are therefore, entitled and encouraged to make full use of the resources and services 
available.

The McPherson College identification cards will permit you to borrow all circulating materials under 
the same policies applicable to students. All online resources are accessible on campus computers and 
off- campus by using your email address and password. Also, interlibrary loan and reference services 
are available. Please ask for assistance in Miller Library and/or consult the Miller Library web pages for 
additional information.
**ADMIN 310 – Parking**

Licensed vehicles on campus are to be driven only on the streets and parked in areas designated for parking. Motor vehicle operators are to abide by traffic laws. Parking is available on College lots and surrounding streets.

All licensed vehicles owned or operated by students must be registered with the College. Registration occurs in the office of the Dean of Students and each registered vehicle will receive a sticker to be affixed to the windshield of the vehicle.

All vehicles are to be parked headed into the parking space.

Non-licensed, non-motorized vehicles (bikes, scooters, skateboards, etc.) may be used as transportation on campus. Please yield the right of way to pedestrians. Bike racks are located outside many buildings on campus. Bikes may be parked inside residence halls in designated bike storage areas or in a resident’s room (provided the roommate concurs). It is recommended that vehicles be locked at all times and that valuable items not be left in a visible location in a vehicle. It is also recommended that other forms of transportation (i.e. bikes) be locked when not in use.

Persons operating or parking a vehicle in a manner that violates the above policies are subject to disciplinary action imposed by the McPherson Police and/or the College. Inappropriate use of vehicles could result in a police citation, towing of vehicles at the owner’s expense, or other actions deemed appropriate by the City or the College.

**Examples of illegal or inappropriate actions:**

The following examples are not an exhaustive list; they are a representative sample of actions that do not comply with City or College vehicle policies.

- Parking or leaving a running vehicle next to a curb that is painted yellow, for any period of time. This includes areas such as the circle drive outside Mohler, Sport Center, and Metzler. The specified areas are designated to be kept clear for emergency vehicle access.
- Parking in a handicapped spot, for any period of time, without having appropriate vehicle identification (license plate, window sticker, etc.).
- Parking vehicles on College lots that are not eligible to be there (non-licensed vehicles, non-operating vehicles, etc.)
- Parking licensed vehicles anywhere on campus, other than parking lots.
- Parking a vehicle inappropriately in a parking lot, in the triangle area at the end of a parking row, on a sidewalk, in an alley, or on a lawn. Prohibited examples include a car backed into a parking space or parked at the end of a row where there is no space available.
- Parking vehicles, such as bikes, inside campus buildings. Bikes can be parked in designated areas (if available); however parking in hallways or stairwells poses a danger to other people in the event of an emergency evacuation.
- Driving licensed vehicles on campus sidewalks or grassy areas.
- Riding bikes, skateboards, or scooters on raised concrete areas such as Harnley Garden, the library steps, gazebo, or the brick seats around the circle drive.

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