

## 2.18 Employees in College Housing

Because employee housing affects the college's annual budget and housing for students is a priority, the VP for Finance/CF0 will make the final determination on all employee-housing decisions on behalf of the college. Housing as a part of an employee's compensation package is set on a certain salary requirement, which is determined by the VP for Finance/CF0. Finally, college housing as a part of an employee compensation package cannot be offered to an applicant until approved by the VP for Finance/CF0. Student Affairs will make the initial housing assignment with final approval by the VP for Finance/CF0.

Certain housing will be held for use by employees who meet the salary criteria. Exceptions can be made by the VP for Finance/CF0. If a department wishes to offer short-term housing to an employee who does not meet the requirements, the department will be charged rent to compensate for the lost revenue.

Employees who live in campus housing as part of their compensation package will sign the Staff and Faculty Housing Form located on the college's intranet site, Employee and Student Employee Forms, <https://wwi.mcpherson.edu/human-resources/hr-forms/> The signed copy will be kept in the college's business office.

Prior to the acceptance of the position, the applicant will understand the financial implications of accepting college housing as part of their compensation package. Acceptance of college housing may impact the new employee's annual taxable wage. The new employee's supervisor will inform the new employee of that impact and the director of HR will confirm it during the new employee's new employee orientation.

Housing for an employee is not a guarantee with college employment and is subject to change. Housing assignments including locations may change at the discretion of the college. Housing renewal will be reviewed annually by the VP for Finance/CF0.

Effective date: April 1, 2023

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## **2.17 Exempt Staff with Teaching Duties**

McPherson College exempt staff may be asked during the course of their employment to teach up to two (2) courses per academic semester as a part of their regular position with the college. Teaching may not be considered additional compensation unless an exception is granted by the employee's cabinet member and human resources.

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## **5.14 Tuition Waiver**

### **Purpose:**

The College recognizes the valuable contribution that each employee can make in carrying forward its mission and wishes to provide special encouragement to employees, their spouses, and their children to study on campus. Accordingly, the College will provide tuition waivers as outlined in this policy.

In addition to waivers for study at McPherson College, the College has entered into multiple tuition exchange agreements that may be attractive to certain employees or dependents (See the Financial Aid office for a list of the applicable agreements and/or institutions). The College cannot guarantee the continued availability of such exchange agreements, but will make a good faith effort to maintain or create such agreements in the future.

### **Base Benefit:**

Each full-time employee (faculty; exempt and non-exempt staff), and their spouse is eligible for the tuition waiver. In addition, the employee's children and stepchildren, up to the age of 24, are also eligible. For the purpose of this policy, foster children and children for whom the employee is the guardian are not eligible. The benefit, as detailed in the following table, is available immediately upon beginning employment with the College (or in the case of non-exempt employees, at the satisfactory conclusion of the introductory period). The tuition benefit ends on the date employment ends.

Qualification Period Percentage Rate of Waiver:

- First Year 50%
- Second Year 75%
- Third Year\* 100%

\*Eligible for CIC waiver only upon completion of two years of employment with a limit of one CIC waiver per year for the Auto Restoration program by the college.

### **Part Time Employees:**

An employee working at least halftime but less than full-time is also eligible for partial tuition awards. The amount of the waiver is the ratio of hours scheduled in their letter of employment, divided by 2080 multiplied by the Percentage Rate of Waiver and then multiplied times the amount of tuition due

after the application of available federal and state awards (2080 hours constitute full time annual employment).

For example, an employee working for 1040 hours annually would be considered one-half-time, and would be eligible for a tuition waiver equal to 50% times the Percentage Rate of Waiver, multiplied times the tuition due.

### **Application For Tuition Waiver:**

To be eligible for the tuition waiver, the prospective student must complete the Free Application for Federal Student Aid by the date requested by the College (currently March 1 of each year) and take any other steps necessary to become eligible for and/or receive available federal and state grants. (See the Admissions and Financial Aid Office for assistance with the necessary applications).

### **Other Information:**

All full-time students, except those with dependents who live with them, married students, or students who are at least 23 years of age on the first day of classes for a given semester, are expected to live on the McPherson College campus and participate in the College meal plan. As such tuition waivers are based on full-time students living in campus housing. Students that qualify for tuition waivers that choose to live off campus will receive a reduction in institutional awards consistent with the reduction applied to all other students.

The tuition awards apply to eligible persons, even if they have received a baccalaureate degree. Tuition awards apply to summer sessions and degree completion courses that are offered by McPherson College. However, the College reserves the right to cancel courses that do not have the necessary minimum number of paying students and courses offered by appointment are excluded from the tuition waiver benefit.

The tuition waiver award will be applied to a student's bill

after all federal and state grants have been recognized and applied.

For purposes of recognizing the accomplishments of prospective students, the College may designate the Tuition Award as any applicable College awards (Brethren, Academic, Athletic, Fine Arts, etc.). Such designations are within the total amount of the eligible Tuition Waiver award.

Any exception to the above policy must be approved in writing by the President of the College. To be effective, copies of any written approval from the President must be on file in the Business Office and the Financial Aid Office.

The tuition benefit does not apply to persons on the student payroll.

#### **Surviving Dependent Tuition Waiver:**

In the event of the death of an active employee of the College, the tuition waiver will be extended to the employee's surviving spouse and children subject to the conditions described in the Tuition Waiver Benefit Policy and the following conditions.

- The benefit will apply to surviving children until they reach the age of 24 years at which time the benefit expires.
- The benefit is also available to the surviving spouse for ten (10) years following the death of the employee of the college.
- This death benefit applies only to enrollment at McPherson College; it does not extend to other institutions participating in tuition exchange agreements.

*This policy was amended July 1, 2021.*

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## **5.17 Recognition of Staff with 25 years or more of College Service**

Staff members of McPherson College who have served in any capacity across campus and who have had at least 25 years of employment with McPherson College would be eligible for specific benefits from the college after they leave or retire from the college.

Rationale: Many of our staff spend their life career dedicated to serving McPherson College. The college should recognize lifetime service to the institution in a similar way the college recognizes lifetime service in teaching.

Staff members with this honorary title would have similar benefits to Faculty Emeriti status.

Eligible employees should be nominated by the employee's supervisor or cabinet member and each case discussed through the Personnel Committee. Recommended employees are then forwarded to the college president from the Personnel Committee for approval.

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## **2.16 Travel and Training-**

# Payment of Non-exempt Employees

When non-exempt employees are required by the College to travel and/or attend training sessions or conferences for business-related purposes, they will be paid as outlined below and as required by the Fair Labor Standards Act. Non-exempt employees are eligible for overtime.

**I. Normal Commuting and Travel During Work Day:** A non-exempt employee's normal commute from home to work and from work to home is not compensable time. But as a general rule, once a non-exempt employee's regularly scheduled work shift begins, time spent by the employee in travel as part of her/his activities on behalf of the College is compensable time.

## **II. Overnight Travel**

When a non-exempt employee is required to travel for College business, and that travel includes an overnight stay away from home, the employee will be paid per travel day for actual hours spent in travel, up to a maximum equal to the number of hours the employee would normally have been scheduled to work that day, as long as the travel occurs during what would normally be the employee's work hours (such as 8:00 a.m. – 5:00 p.m.). If a non-exempt employee is required to travel on a day he/she would normally not have worked (i.e., Saturday or Sunday), the individual will be paid for actual time spent traveling, up to a maximum equal to the number of hours the employee is normally scheduled to work each day, as long as the travel occurs during what would normally be the employee's work hours. In addition, all time spent performing authorized College-related work at the destination will be compensated based on actual hours worked.

Meal periods and sleeping time are excluded as paid time.

### **III. One-day Travel**

If a non-exempt employee is required to work away from the College for a day, and no overnight stay is involved, the employee will be paid for all hours spent in travel and at work at the destination. Meal periods are excluded as paid time.

### **IV. Driving**

Driving a vehicle, regardless of whether the travel takes place within or outside the normal work hours, counts as hours worked. In other words the act of driving is consider a compensable act which must be counted as hours worked if it is for the benefit of the College.

### **V. Attendance at Training Sessions or Conferences**

When a non-exempt employee attends a business-related training session or conference, the employee will be paid for the actual hours spent in training or attending work-related conference sessions. Meal time is normally not included as paid time; meal time is paid only if the meal is served at the employee's conference seat. Employees will not receive pay for optional training/conference events, such as receptions and social activities. Time spent in training is unpaid only if all of the following criteria are met:

1. The training session is held outside the employee's normal working hours.
2. Attendance at training is voluntary
3. The training session is not related to the employee's job.
4. The employee does not perform any College-related work during the training session.
5. For travel and training, the pay rate shall be the employee's normal hourly rate. Paid travel time



and paid time spent at a training session/conference shall count as hours worked when calculating eligibility for overtime pay.

All business related travel and attendance at seminars/conferences must be approved in advance by the employee's supervisor.

Human resources is available to discuss any wage concerns including travel and training pay with any college employee.

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## **3.195 McPherson College Animals on Campus including Service and Emotional**

See [ADM 227 – McPherson College Animals on Campus including Service and Emotional](#)

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## **5.03 Paid Vacation**

All full-time and part-time staff of McPherson College are eligible for the paid vacation benefit as provided in this section. Date of eligibility and amount of vacation to which an employee is entitled depends upon the employee classification and length of service as follows:

All exempt employees begin accruing vacation time on the date

of hire. All non-exempt employees begin accruing vacation time after the 60 day introductory period. The vacation allowance for all non-administrative staff employees is determined by the length of credited service accumulated through July 1st of each year as shown below:

<b>Year of Service Completed</b>	<b>Annual Vacation</b>
0-4	10 days (accrues at .83 days per month)
5-9	15 days (accrues at 1.25 days per month)
10+	20 days (accrues at 1.67 days per month)

Administrative staff are eligible for 20 days of vacation per year (15 days for 9 month contracts, 16.5 days for 10-month contracts, and 18 days for 11 month contracts).

All vacation allowance is credited to the employee on July 1st of each year. Vacation days must be taken during the twelve-month period ending June 30th, as vacation days may not be accumulated from one year to the next. When necessary for business operations, departments may specify certain periods during which no vacations shall be taken.

Exempt staff, who were reclassified to non-exempt due to the September 23, 2019 or the April 23, 2024 Department of Labor (DOL) OT regulations, will retain 20 days of vacation per year for 12 month positions, 18 days for 11 month positions, 16.5 for 10 month positions and 15 days for 9 month positions.

Exempt staff members record vacation hours if they are off work *more* than four (4) hours on any given work day. For example, the exempt staff member who works four (4) hours but

no more the rest of the work day does not need to record vacation time. However, the exempt employee who works three (3) hours, taking off the remainder of the day, records five (5) vacation hours for that day. The exempt staff member who takes off an entire work day records eight (8) hours of vacation.

Vacations are to be scheduled in advance and approved by the department supervisor. If a paid holiday falls within a scheduled vacation period, the day will be treated as a holiday rather than vacation time. Employees do not have the option of receiving vacation pay in lieu of vacation time. As a vacation day is actually taken, an employee will receive their usual and customary wage for that day less usual and customary withholdings on their next regularly scheduled pay date.

If employment is terminated while an employee is on vacation, only the vacation days prior to the termination date shall be paid. If an employee leaves the College and has taken more vacation days than accrued, there will be a corresponding adjustment on the final paycheck. An employee's supervisor has approve how many days of vacation a staff member may use upon submitting a voluntary resignation. There is no expectation that the staff member utilize all of her/his annual unused vacation upon separating from the college. Unused vacation will not be paid upon termination, with or without cause, voluntary or involuntary..

Except for vacation days actually taken, vacation time shall never be deemed to have been vested for any employee or former employee for any reason and will not be cashed-out or rolled-over. This vacation benefit is a use-it-or-lose it benefit.

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## **5.035 Vacation Pool**

To assist college staff, who have endured a hardship, unused vacation hours/days may be donated by college staff towards a vacation pool, administered by the director of human resources. An employee may apply for paid time, either in hours or days, from the vacation pool to the director of human resources. The staff members, who are appointed by the college president and serve on the college Personnel Committee, along with the employee's supervisor, may make the determination if the employee is eligible or not eligible. The director of human resources will notify the requesting employee.

The director of human resources shall make a request to college staff members for donations to the pool whenever an employee makes a request.

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## **3.19 Americans with Disabilities (ADA) Reasonable Accommodation Policy**

see [ADM 225 – Americans with Disabilities \(ADA\) Reasonable Accommodation Policy](#)

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# **3.18 Sexual Misconduct Policy and Complaint Resolution Procedures**

See ADM 150 – Sexual Misconduct Policy and Complaint Resolution Procedures

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## **1.01 Disclaimer**

The Handbook has been prepared to answer some of the questions you may have concerning the College and its policies. Please read it carefully. The policies stated in this Handbook are subject to change at the sole discretion of the College. From time to time, you may receive updated information concerning changes in policy. Should you have any questions regarding any policies, please ask your supervisor or the human resource office for assistance.

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

In this Handbook, the College has endeavored to provide you with an overview of the policies and procedures that will promote positive employee relations and a productive

workplace. Creating an atmosphere where all who come to the College are welcome to work, learn, and serve together requires all of us to demonstrate high levels of courtesy and respect for fellow staff members, faculty, students, community members, visitors, and friends of the College with whom we have contact on a daily basis. It is the expectation of the College that you kept apprised of the policies wherein by reviewing this handbook on the College intranet or inquiring to your supervisor or human resources.

This Handbook is designed to provide information that will make it easier to develop and maintain successful relationships as a member of the McPherson College staff. It provides a general view of the College's employee benefits, your responsibilities as an employee, and work rules of the College. The Handbook should also help you answer the commonly asked questions about employment at the College. The College reserves the right to interpret, modify, or make exceptions to its policies and procedures at any time, and to terminate existing policies or add new ones as necessary. In the event there is an inconsistency between the handbook and a benefit that is regulated by federal or state laws, the applicable laws and regulations will have precedence. In some cases, such as insurance and retirement plans, benefits provided are governed by lengthy legal documents. Such documents are not included in the Handbook, but they are available upon request from the Human Resource office. In the event of any conflict between the Handbook and the Plan Documents, the Plan Documents control.

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# 1.02 Mission & History

## Mission Statement

McPherson College's mission is to develop whole persons through scholarship, participation, and service.

To accomplish our mission, McPherson College embraces the ideals of 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 strive to teach students to think critically and independently, to communicate clearly and effectively, to integrate knowledge across the disciplines, and to assess the value 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.

## History

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...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.

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# **1.03 McPherson College Nondiscrimination/Equal Employment Opportunity Statement**

See [ADM 170 McPherson College Nondiscrimination/Equal Employment Opportunity Statement](#)

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## **1.04 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. Additionally, any employee who does not report to duty for three or more consecutive work days will be considered to have voluntarily resigned from said position.

Any employee who terminates her/his employment with the college loses all vested rights for any term or condition of employment and is considered to be new employee if rehired to the college.

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 a change in the employee-at-will status.

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## 2.01 Personnel Files

The College maintains confidential personnel files on each employee in the Human Resources office.

To ensure personnel files are up-to-date employees are requested to notify the Human Resources office of any change in the following information:

- Name
- Address
- Telephone number
- Emergency contact
- Marital status (for college benefits changes)
- Number of dependents (for college benefits changes)
- Beneficiary designation
- Professional or scholastic achievements

Employees may review their file by contacting the Human Resources office. Except where required by law, information contained in an employee's personnel file will not be released to external sources unless clear, written permission to release specific information is obtained from the employee.

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## **2.02 Introductory Period**

There is an introductory period of 60 days for all newly hired non-exempt employees. This introductory period is for the benefit of both the new employee and the College and is intended as an opportunity for the College to evaluate the new employee and for the employee to evaluate his/her new working environment. Upon completion of the introductory period employee and supervisor will conduct a joint evaluation.

The supervisor is to notify the Human Resources office that the introductory period is complete. Benefits will commence based on the appropriate eligibility period and vacation and sick day accruals will be credited from the initial date of employment.

McPherson College is an at-will-employer. Therefore at any time during the introductory period or after completion of the introductory period the College or employee can terminate employment at any time and for any reason.

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## **2.03 Workplace Attendance and Schedule**

The regular work week is Wednesday through Tuesday, 8:00 am to 5:00 pm, except for weekends, with lunch from 12:00 pm to 1:00 pm. Offices and individual staff schedules may vary according to the requirements of the work assignment. Approved alternative work schedules may also be utilized in departments.

Attendance is considered an essential function for all staff members unless an exception to the attendance policy is specifically noted on the staff's job description or the supervisor has otherwise approved an alternate attendance schedule. Human Resources should be notified of any exceptions or alternative attendance schedules.

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## 2.04 Time Records

It is McPherson College's policy to comply with applicable laws requiring records to be maintained of the hours employees work. Non-exempt employees are required to accurately record their work hours and leave time taken on the appropriate time record forms. The time record form must be completed and signed by the employee. The employee's supervisor will sign the form and forward it to the college Business Office for payroll processing.

The following time record procedures are in effect for non-exempt personnel:

- The "work week" shall be defined as Wednesday through Tuesday.
- Time sheets are due to the Business Office on the 21st day of the month (or if the 21st day falls on a weekend or holiday, on the next workday following the 21st).
- The Business Office will distribute time record forms monthly.
- Any days worked during the first week of a pay period, but recorded in the previous pay period will be taken into account to determine overtime pay.
- If a non-exempt employee works more than 40 hours in a work week, such excess hours shall be paid at 1  $\frac{1}{2}$  times the employee's regular rate of pay. Hours taken as paid

time off (vacation, sick, personal, funeral, or holiday leave) do not count toward the 40-hour overtime threshold.

Exempt staff members are expected to record their time away from work appropriately and to submit their timesheets to the appropriate manager or vice president immediately following the end of each month. Any vacation, sick leave, or holiday time taken during the month should be accurately recorded on the monthly time record form and submitted to the Business Office.

Hours worked and leave time taken must be recorded accurately, and falsification of a time record is grounds for disciplinary action, up to and including termination.

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## **2.05 Breaks**

Employees may take a 15-minute break in the morning and afternoon. Employees may choose to take one 30-minute break per day with the approval of their supervisor.

Breaks should be staggered among employees in the work area to ensure departmental coverage. Breaks may not be accumulated or used to shorten the beginning or ending of the workday.

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## **2.06 Overtime**

The Fair Labor Standards Act of 1938 and applicable state labor law governs the payment of overtime wages. McPherson

College's policies mirror the requirements of these laws.

### **Exempt Employees**

Exempt employees do not receive overtime pay.

### **Non-Exempt Employees**

Non-exempt employees are paid the regular hourly rate for the first 40 regular hours in a work week. Overtime is paid at 1  $\frac{1}{2}$  times the regular hourly rate for hours worked in excess of 40 regular hours per week. The law requires that only hours worked count toward overtime. Therefore, paid time off (vacation, sick, personal, funeral, and holiday leave) is not considered time worked when determining eligibility for overtime compensation.

Time required after regular work hours responding to phone calls, texts or email will be considered compensable time. Compensable time is based on 15 minute increment.

The "work week" shall be defined as Wednesday through Tuesday.

### **Approval**

Overtime will be pre-approved by the requesting employee's supervisor, who, in turn, will complete the Overtime Authorization Form (OAF) and seek the designated approvals.

Human resources is available to discuss any wage concerns including overtime with any college employee.

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## **2.07 On-Call**

On-call time is defined as non-duty hours when a non-exempt employee is required to remain in telephone contact with a central point in order to respond to emergency calls.

Non-exempt employees working on-call time are compensated:

- At the rate of \$.50 per hour.

If the employee is called in to work, the employee will be compensated for the actual hours worked at  $1\frac{1}{2}$  times their regular hourly rate. On-call hours are not considered when determining hours worked for overtime purposes.

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## **2.08 Safe Harbor**

McPherson College complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). The College prohibits any improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative, or professional capacity and who are exempt from the FLSA's overtime pay requirements.

### **Permitted Deductions**

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- An exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- An exempt employee is absent from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees, or for military pay; or

- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

### **What To Do If An Improper Deduction Occurs**

If you are an exempt employee and you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Human Resources department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

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## **2.09 Attending Classes**

Employees who wish to attend classes during their scheduled workday:

- The immediate supervisor of the employee approves release time to attend a course. Changes in work schedules to accommodate class schedules must not interfere with the productivity or work quality of the employee's office or with the ability of the office to



accomplish its mission in an appropriate manner.

- The employee shall not be paid for any working hours spent attending the course, but if it is practical may be granted the opportunity by the supervisor to make up the lost work time during the same week.
  - The employee may use vacation time to receive pay while absent from work attending a course.
  - Full-time staff may take up to six semester hours of class during a term.
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## **2.10 Paycheck Procedure**

### **Frequency**

All College employees are paid once a month on the last work day of the month. If a scheduled payday falls on a holiday, employees will be paid on the work day preceding the holiday. Pay checks or pay stubs are distributed through campus mail, unless the employee has made prior arrangements.

### **Deductions**

All required deductions, such as those for federal and state taxes, and all authorized voluntary deductions such as health insurance premiums, donations, 403(b) contributions, etc., shall be withheld automatically from the employee's paychecks.

It is recommended that employees review their paycheck for compensation errors and proper withholdings. If you find a mistake, you should report it to the Business Office.

### **Direct Deposit**

Direct deposit allows the employee's paycheck to be electronically deposited directly into a checking and/or

savings account at the financial institution of their choosing. Direct deposit enrollment is encouraged to ensure payroll funds are received on the final working day of the month regardless of the employee being absent from campus due to holidays, paid time off, or business related trips.

When an employee begins direct deposit, the first check will be a paper check. All subsequent payrolls will be check-less and a statement of the direct deposit will be provided to the employee detailing all deduction information.

To enroll in direct deposit the employee must complete a direct deposit authorization that may be obtained from the Business Office.

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## **2.11 Expense Reimbursement**

See [ADM 230 – Expenses & Expense Reimbursement](#)

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## **2.12 Staff Performance Evaluation Process**

The primary purpose of the staff performance evaluation process is to enhance communication related to job performance and mutual expectations.

Supervisors have two options for evaluating staff performance. Both of the options are included in the staff performance evaluation process and the process is ongoing and continuous.

One option is that a supervisor conduct a one-on-one performance evaluation meeting to review performance, discuss strengths, objectives, and specific goals to be accomplished throughout the upcoming year, and identify areas of job performance that need improvement. Supervisors will complete a performance evaluation form and could do this as often as one time per year. When used, forms will be submitted to the Human Resources office. Employees are encouraged to participate in the performance evaluation discussion and make comments during the performance evaluation.

The second option is for a supervisor to conduct ongoing coaching throughout the year. Coaching could occur weekly, monthly or at the discretion of the supervisor. Employees are encouraged to participate in the coaching.

Supervisors are responsible to inform Human Resources which option they will utilize if they choose to utilize a formal evaluation process.

A staff performance evaluation tool, a performance coaching worksheet and a performance coaching worksheet example are available on the college intranet in the HR forms site.

Resources are available in your Human Resources office to assist you with either one of the evaluation processes.

April 15, 2018

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## **2.13 Background Checks**

McPherson College is committed to providing a safe working and learning environment for its employees, students, and visitors. It also seeks to protect its assets, preserve its

reputation, and comply with laws, and regulations. Therefore, criminal background checks will be conducted for all new hires of faculty, staff , any other hire such as independent contractors and volunteers at the discretion of the College. Degree verification and credit checks will be conducted where applicable.

McPherson College will consider the seriousness and extensiveness of adverse information in making a determination of eligibility for employment. Job applicants and/or current employees, independent contractors, and volunteers, who are subject to background checks, will be given the opportunity to explain discrepancies or the information on a case-by-case analysis and determination will be made by Human Resources if it relates to the position as recommended by the EEOC.

Any material misrepresentation on the job application either by omission or falsification of information may be grounds for denial of employment, withdrawal of an employment offer, or dismissal of an employee. All background check information will be kept confidential and housed in confidential personnel file.

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## **2.14 Military Recruiters**

See [ADM 240 – Military Recruiters](#)

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## **2.15 References**

Prospective employers, banks, and credit agencies may contact the Human Resource office for references and/or verifications. No employee (other than the human resource representative or its designee) may provide any information regarding current or former employees to any non-employee. McPherson College may provide dates of employment, position title, and confirm salary information with a clear, written permission to release specific information obtained from the employee. It is the policy of the College to give only truthful, job related information.

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## **3.01 Code of Conduct**

### **Introduction & Purpose**

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 Code of Conduct identifies principles, policies, and laws that govern the activities of the college and to which are employees and others who represent the college must adhere. The Code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity, and good judgment of each member of the community.

### **Accuracy of Records & Reporting**

The records data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial reports is of vital importance to the business operations of the college. Therefore, all employees must record, allocate, and charge costs accurately and maintain supporting documentation as required by established policies and procedures.

### **Antitrust**

McPherson College Employees shall not improperly collude with other entities (e.g. higher education institutions) in matters affecting the financial or administrative decisions of the College.

### **Confidential Information**

McPherson College Employees shall protect against unauthorized access to and improper disclosure or use of private or personal information relating to students, employees, applicants, or any third party information in possession of the College. This responsibility extends to protecting against unauthorized access to and improper disclosure or use of financial information, intellectual property, or future planning information resulting from employment with the College. See the Confidential Information policy.

### **Conflict of Interest**

McPherson College employees should strive to avoid the perception of or actual conflicts of interest that might compromise their integrity or objectivity. Conflicts, including those of financial, personal, or professional nature must be disclosed. Employees should strive to eliminate or manage such conflicts in an appropriate manner.

No employee shall solicit anything of value in return for influencing or exercising his or her discretion in a particular way on a College matter. Employees shall not accept

any material gift, gratuity, or other payment, in cash or in kind from a vendor currently conducting business with the College or seeking to do so. Employees may not solicit or receive discounts or rebates on good and services offered to them in their private capacity by vendors to the College that exceed those generally available to other customers. Exceptions to this general provision include unsolicited gifts of a nominal value given at holidays, birthdays, weddings, and other commonly recognized social occasions.

### **Compliance with Contractual & Grant Obligations**

McPherson College Employees requesting funding from government agencies, corporations, foundations, and other granting organizations have an affirmative obligation to make full, accurate, and honest representations concerning all relevant information submitted to or requested by the granting organization. Accurate and complete records, including supporting documentation as required by the granting organization, of the uses to which grant funds are put must be maintained.

### **Compliance with Laws & Regulations**

McPherson College Employees must transact college business in compliance with federal, state, and local laws and regulations related to their positions and areas of responsibility. All employees should recognize that noncompliance may have adverse financial and other consequences for them and for the college.

### **Drug & Alcohol Free Workplace**

The college is committed to providing a healthy and productive work environment for all members of the community

### **General Principles of Ethical Conduct**

McPherson College Employees shall pursue the College's objectives in ways that are consistent with the College's

mission. McPherson College Employees shall conduct themselves ethically, honestly, and with integrity in all situations. When in doubt about the propriety of a proposed course of action, they should seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course of conduct.

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.

### **Information Technology**

McPherson College provides computer resources, including office computers, individual computer accounts, electronic mail, and remote access to administrative information systems, to employees for their use while engaged in college business. The college has established policies for the use of these resources and expects employees to be familiar with and abide by them.

### **Safety in the Workplace**

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

### **Use of College Resources**

McPherson College resources must be reserved for business purposes on behalf of the College. College Employees have an obligation to manage the institution's resources prudently. Employees are responsible for safeguarding the tangible and intangible assets of the College that are under their control. College resources may not be converted to personal use, either for oneself or another person.

### **Obligation to Report Suspected Violations**



McPherson College employees are strongly encouraged to report suspected violations of these standards, of laws and regulations, or of related college policies or procedures to their supervisor, department chair, Vice President for Academic Affairs, Vice President for Finance, or the Human Resource office, depending upon the nature of the violation. A supervisor or department chair to whom a report of a violation is made is obligated to follow up the report with the appropriate administrative authority. In investigating claims of inappropriate activities, care will be taken to maintain confidentiality. McPherson College will protect from retaliation anyone who makes a good faith effort to appropriately disclose perceived wrongdoing.

### **Consequences of Violation**

Material violations of this Code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including termination.

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## **3.02 Policy Against Discrimination, Harassment, and Retaliation and Complaint Procedure**

See [ADM 180 – McPherson College Policy Against Discrimination, Harassment, and Retaliation and Complaint Procedure](#)

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## **3.03 Mandatory Reporting of Child Abuse and Neglect Policy**

See [ADM 185 – McPherson College Mandatory Reporting of Child Abuse and Neglect Policy](#)

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## **3.04 Drug & Alcohol Free Workplace**

See [ADM 195 McPherson College Drug and Alcohol Free Workplace Policy](#)

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## **3.05 Workplace Violence**

See [ADM 210 – Workplace Violence](#)

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## 3.06 Conflict of Interest

McPherson College employees are to avoid situations in which their judgment in making decisions or taking action on behalf of the College may be adversely affected by personal consideration or situations where their performance, loyalty, or stewardship to the College is compromised.

Conflicts of interest may arise, for example, through the ownership, direct or indirect, of a financial or other interest in an organization supplying goods or services to the College; the performance of services to other organizations which do business with the College; or the receipt or acceptance of benefits from any organization doing, or seeking to do business with the College. All employees are prohibited from using their employment position to gain favorable or preferential access to vendors, investment advisors, or organizations for their own benefit.

All employees must immediately report to the Vice President for Finance any substantive relationships

(a) they or members of their family maintain with organizations that do business with the College, or  
(b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision making authority and responsibility. If an employee is uncertain whether to acknowledge a particular relationship, the Vice President for Finance should be consulted. All conflict of interest disclosures will be reviewed by the Vice President for Finance.

The following definitions are provided to help employees decide whether a relationship should be disclosed:

**Business Relationship:** One in which an employee or his or her family as defined below serves as an officer, director, employee, partner, trustee, or controlling stockholder of an

organization that does substantial business with McPherson College.

Family Member: A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the employee.

Substantial Benefit: When an employee, or a member of the family (a) is the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the College or (b) has other direct or indirect dealing with such an organization from which the employee or member of the family benefits directly, indirectly, or potentially from cash or property.

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## **3.07 Confidential Information**

The College is committed to protecting the privacy of its students, alumni, parents, faculty, and staff. It is the policy of the College to ensure that the operations, activities, and business affairs of the College be kept confidential to the greatest possible extent. If, during the course of their employment, employees acquire confidential or proprietary information about the College and its students, faculty, staff, alumni, donors and vendors, such information is to be handled in the strictest confidence. We expect all users to meet the highest standards of ethics and responsibility.

Employees must adhere to all applicable laws such as the Gramm-Leach-Bliley Act (GLBA), the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPPA) in addition to other federal and state laws. These laws pertain

to the security and privacy of all non-public information including student information, employee information, and general College information whether it is in hard copy or electronic form.

Any willful or intentional disclosure of confidential information to unauthorized persons will be considered a sufficient cause for discipline including possible termination of employment.

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## **3.08 Information Technology**

See [ADM 280 – Information Technology Usage](#)

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## **3.09 Smoking & Tobacco**

McPherson College seeks to provide a safe and healthy environment for everyone on campus. Research has shown that smoking and breathing second-hand smoke present health risks and are even debilitating to some individuals. In an effort to maintain the well being of the campus community, the College places the following restrictions on tobacco use:

Smoking, the burning of any type of pipe, cigar, cigarette, or similar product, and chewing tobacco is prohibited in all campus buildings, as well as in all vehicles rented by the College.

Smoking, the burning of any type of pipe, cigar, cigarette, or similar product, and chewing tobacco is prohibited at outdoor

athletic facilities.

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## **3.10 Solicitation & Distribution**

In the interest of maintaining a proper business and educational environment and preventing interference with work, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during work time. Employees who are not on work time (e.g. lunch breaks) may not solicit employees who are on work time for any cause or distribute literature of any kind to them.

Non-employees are prohibited from distributing material or soliciting employees on College premises at any time.

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## **3.11 Health & Safety**

The College is committed to providing a safe and healthful working environment. Therefore, the College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

In the event of an emergency on campus the emergency phone number is 911. If using a campus phone dial 9+911. The

employee's supervisor should be contacted immediately in the event of a work related accident or illness and will assist employees in completing an Accident Report.

The College's health policy is aimed at minimizing the exposure of our employees, customers, and other visitors to our facilities to health or safety risks. To accomplish this objective, all College employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

**The responsibilities of all employees of the College in this regard include:**

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;
  - Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
  - Reporting unsafe conditions, equipment, or practices to supervisory personnel;
  - Using safety equipment provided by the College at all times;
  - Observing conscientiously all safety rules and regulations at all times;
  - Notifying their supervisors, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.
  - In appropriate circumstances, attending College sponsored safety classes.
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# **3.12 Blood-borne Pathogen**

In accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030 (the "standard"), the following plan has been developed and adopted by McPherson College.

This plan has been created to give quick and easy guidance to McPherson College employees and supervisory personnel. In the event that this Plan fails to address, or is in conflict with, any portion of 29 C.F.R. 1910.1030, as it now exists or may hereafter be amended, or any other regulations or law, the provisions of such regulation or law shall control. Supervisory personnel shall be familiar with the contents of 29 C.F.R. 1910.1030 and shall be guided by them. The College shall comply with all applicable statutes and regulations, including without limitation 29 C.F.R. 1910.1030. A copy of 29 C.F.R. 1910.1039 shall be provided without charge to any employee upon request. Supervisors shall be familiar with this regulation's contents.

## **Purpose**

This plan's purpose is to eliminate and/or minimize employee occupational exposure to blood and other potentially infectious body fluids, and to state a plan of action for response to any occupational exposure that may occur.

## **Exposure Determination**

OSHA requires employers to perform an exposure determination in order to learn which employees may be at risk to suffer occupational exposure to human blood or other potentially infectious materials. Occupational exposure is a reasonably anticipated skin, eye, mucous membrane, or parenteral (puncture or cut) contact with blood or other potential infectious materials that may result from the performance of the employees duties. The likelihood of occupational exposure



of an employee in a given job is to be determined without regard to whether or not personal protective equipment used.

McPherson College has performed an exposure determination to learn which employees may be at risk to incur occupational exposure to human blood, human body fluids, or other infectious materials. The following employees have been determined to be in this category:

1. Designated first aid providers
2. Coaching Staff and Athletic Trainers
3. Departmental Lab Professors (Chemistry, Biology, Art, Auto-Restoration, Technology, and Theatre)
4. All Plant Operations personnel

## **Implementation Schedule and Methodology:**

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following addresses this requirement:

### **Compliance Methods**

Employees at McPherson College that are at risk for occupational exposure to blood-borne pathogen in the work place (see jobs listed above) shall be subject to the following standards:

Universal precautions will be observed at McPherson College in order to prevent contact with human blood and other potentially infectious materials. This means that employees must treat all human blood and other potential infectious materials as if they are known to be contagious, and must use personal protective equipment (PPE) in all situations in which such materials are present.

Engineering and work practice controls will be utilized to eliminate or minimize exposure of employees at McPherson College to potentially infectious materials. Where

occupational exposure remains a danger after institution of these controls, personal protective equipment shall also be utilized.

At McPherson College the following engineering controls will be utilized:

1. All sharps (objects that could cut or puncture skin or membranes) will be placed in the specified container for sharp. These containers will be examined and maintained or replaced on a regular schedule. Reusable sharps that are contaminated with human blood or other potentially infectious materials (contaminated sharps) shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
2. Broken glassware that may be contaminated with human blood or other potentially infectious materials shall not be picked up directly with the hand. It shall be removed using mechanical means, such as a brush and dustpan, tongs, or forceps and placed in the specified container for sharps. Receptacles for broken glass shall be brought to the contaminated area to eliminate transporting of broken glass outside such receptacles.
3. All contaminated materials will be placed in bags or containers that have the universal biohazard symbol placed on them or that are the color red.
4. In order to avoid being injured by sharps, custodians will pick up plastic waste sacks only by the top.
5. All spills of blood and other potentially infectious material will be cleaned up/decontaminated immediately using a disinfecting bleach solution (described below) or an EPA approved germicide. Those cleaning up spills shall use universal precautions and personal protective equipment.

## **Labels and Signs**

McPherson College will ensure that biohazard labels are affixed to containers used to store, transport, or ship potentially infectious materials. The universal biohazard symbol shall be used. The label shall be fluorescent orange, orange-red, or red. Labels shall be affixed so as to prevent accidental removal. In lieu of biohazard labels, red bags or red containers may be used.

### **Personal Protective Equipment (PPE)**

The College administration shall insure the following standards are met:

1. All personal protective equipment will be provided without cost to the employee.
2. Personal protective equipment shall be chosen based on anticipated exposure to blood or other potentially infectious material, and placed in the appropriate locations where anticipated risk of occupational exposure is high
3. One time use gloves will be provided at first aid stations in appropriate sizes and must be used when the employee is rendering first aid or is in contact with blood, body fluids, or other infectious materials.
4. Face shields and/or goggles will be provided at each location in which employees at high risk of exposure work (i. those employees listed under Exposure Determination).
5. Readily accessible hand washing facilities will be available to all employee
6. Restrooms shall be equipped with an adequate supply of hot and cold running water and single-use towel After a restroom is used for cleanup of blood or other potentially infectious materials (whether after an injury or otherwise) all exposed surfaces shall be immediately decontaminated.

In the event of an exposure to blood or other potentially

infectious materials the employee will wash the affected skin with soap and running water. If eyes or mucous membranes are affected, the employee shall flush with running water. The exposed employee will contact and inform his/her supervisor of the exposure as soon as possible, and in no event shall the employee leave work without reporting the incident (unless emergency medical treatment requires this.)

If human blood or other potentially infectious materials penetrate a garment, the garment shall be removed as soon as possible, preferably immediately. All personal protective equipment will be removed prior to leaving the work area.

If personal protective equipment is used, the person using the equipment will wash his/her hands and other potentially affected body areas with soap and water immediately following removal of the equipment.

All personal protective equipment will be cleaned, laundered, repaired, replaced, and/or disposed of by the College at no cost to employees.

Disposable gloves used at McPherson College are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated, torn, or punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, or punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is otherwise compromised.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, or mucous membranes. Gloves will be available in all first aid locations.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashes,

spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination there-from can reasonably be anticipated.

Other protective clothing is to be used when appropriate, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments.

### **Decontamination**

All contaminated surfaces and/or work areas will be decontaminated (with a solution of one part chlorine bleach to 10 parts water) as soon as possible after completion of any emergency medical treatment if any spill of blood occurs, or whenever blood, body fluids, or potentially infectious materials have touched work surfaces or work areas. Decontamination will be accomplished using germicide (i.e. chlorine bleach solution described above) provided for this purpose at each location stated above. Any objects used to pick up contaminated materials will also be decontaminated using the above procedure. As an alternative, decontamination may be accomplished by use of an IEPA-approved germicide in the correct strength and in the prescribed manner.

### **Regulated Waste Disposal**

All contaminated sharps shall be discarded as soon as possible in sharps containers that are located in the facility. Sharps containers are located in the nurse's office, all lab classrooms, the athletic training room, and in maintenance.

### **Needles**

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. (OSHA allows an exception to this if the medical procedure performed requires that the contaminated needle be recapped or removed and no alternative is feasible. If such action is required, then the recapping or removal of the needle must be done by

the use of a mechanical device or a one-handed technique.)

### **Containers for Reusable Sharps**

Sharps that are reusable are to be placed as soon as possible after use, preferably immediately, into appropriate containers for reusable sharps. At McPherson College such sharps containers are puncture resistant, are labeled with a conspicuous biohazard label or are the color red, and are leak proof.

### **Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present or likely to be present.

### **Specimens**

Specimens of human blood or other potentially infectious materials will not be collected at McPherson College.

### **Laundry Procedures**

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags that have a conspicuous universal biohazard warning label or are the color red, at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.

### **Hepatitis-B Vaccine**

Those employees at risk for occupational exposure to blood or other potentially infectious materials (those listed in Exposure Determination above) will be offered the Hepatitis-B vaccination series at no charge. If the U.S. Public Health Service later recommends booster doses, they will be offered at no charge as well.

Hepatitis B vaccination is a noninfectious yeast-based vaccine given in 3 injections in the arm. The second injection is given one month after the first, and the third injection is given six months after the initial dose. The vaccination is prepared from yeast cultures, rather than human blood or plasma. Thus, there is no risk of contamination from other blood-borne pathogens, nor is there any chance of developing hepatitis B from the vaccine. The vaccine does not harm those who are already immune or who may be hepatitis B carriers. It is not clear how long immunity lasts, so booster shots may be required.

Employees must sign a federally-approved declination form (as provided for by 29/C.F.R.1910.1030) if they are eligible for the vaccine, but choose not to receive it. At any time after declining the vaccine, the employee may opt to receive the vaccine at no cost. McPherson County Health Department will administer the vaccine.

### **Post Exposure and Follow-Up**

Following a report of an incident of on-the-job exposure to blood or other potentially infectious materials, McPherson College shall make immediately available to the exposed employee a confidential medical evaluation and follow up, including at least the following elements:

- a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- b. Identification and documentation of the source

individual, unless McPherson College can establish that identification is infeasible or prohibited by state or local law.

- c. The source individual's blood shall be tested as soon as possible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained McPherson College shall establish that the legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. To the extent permitted by law, results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. If the source individual is already known to be infected with HBV or HIV, repeat testing is unnecessary.
- d. Collection and testing of blood for HBV and HIV serological status will comply with the following standards:
  - (1) the exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
  - (2) If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
- e. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- f. Counseling, to the extent required by applicable statutes and regulations.
- g. Evaluation of reported illnesses, to the extent required by applicable statutes and regulation



## **Information Provided to the Healthcare Professional**

McPherson College shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided with a copy of 29 C.F. R. 1910.1030 (as amended or superseded.)

McPherson College shall ensure that the healthcare professional evaluating the employee after an exposure is provided the following information:

- a. A description of the exposed employee's duties as they relate to the exposure incident.
- b. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- c. Results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the employer's responsibility to maintain.
- d. A copy of Federal Regulation 29 F.R. 1910.1030 concerning blood-borne pathogens.

## **Healthcare Professional's Written Opinion**

- a. McPherson College shall obtain and provide the exposed employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation.
- b. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and whether the employee has received such vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
  1. A statement that the employee has been informed of the results of the evaluation.

2. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

All other findings or diagnoses shall remain confidential and shall not be included in the report.

### **Information and Training**

McPherson College will ensure that training is provided (a) at the time of initial assignment to employees who perform tasks in which occupational exposure may occur (those employees listed in Exposure Determination, above), (b) within ninety (90) days after the effective date of any new policy provisions or legal standards, and (c) at least every twelve (12) months thereafter. Training shall be tailored to the education, literary and language level of the employee, and offered during the employee's regular working hours. Training shall be appropriate for the nature of the trainee's job and of the trainees possible exposure. The training will be interactive and will cover (but is not limited to) the following:

- a. An accessible copy of the regulatory text of the pertinent portions of the Code of Federal Regulations and an explanation of its content
- b. A general discussion of the epidemiology and symptoms of blood-borne disease
- c. An explanation of the modes of transmission of blood-borne pathog
- d. An explanation of McPherson College Blood-borne Pathogen Exposure Control Plan, and a method for obtaining a copy.
- e. An explanation of how to recognize tasks and other activities that may involve the risk of exposur
- f. Information on the appropriate actions to take and

persons to contact in an emergency involving blood or other potentially infectious material

- g. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up that will be made available
- h. Information on the evaluation and follow-up required of McPherson College after an employee exposure incident
- i. Explanations of required signs, labels, and color-coding system
- j. An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training addresses.

Employees who have received training on blood-borne pathogens in the twelve months preceding the effective date of this policy shall receive training in any provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's risk of exposure to infectious materials.

### **Medical Records**

McPherson College shall establish an accurate record for each employee with occupational exposure as required by 29 C.F.R. 1910.30 and/or other applicable statutes or regulations. These records shall be kept confidential, and will be maintained for at least the duration of employment plus thirty (30) years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations

and any medical records relative to the employees ability to receive vaccination, as required by applicable federal regulations.

- c. A copy of all results of legally required examinations, medical testing, and follow-up procedures.
- d. McPherson Colleges copy of the healthcare professional's written opinion, as required under this policy.
- e. A copy of the information McPherson College provides to the health care professional in the event of an exposure, including without limitation a description of the employee's duties as they relate to the exposure incident and documentation of the routes of exposure and circumstances of the exposure.
- f. An explanation of the use and limitation of methods to prevent or reduce the risk of exposure, including appropriate engineering controls, work practices, and personal protective equipment.
- g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipm
- h. An explanation of the basis for selection of personal protective equipm
- i. Information on the Hepatitis B vaccination, including information on its efficacy, safety, and method of administration, the benefits of being vaccinated, and the fact that the vaccine and vaccination are offered free of charge.

### **Sharps Injury Log**

McPherson College shall establish an accurate record for each injury with occupational exposure involving a sharp as required by 29 C.F.R. 1910.30 and/or other applicable statutes or regulations. These records shall be kept confidential. The records shall include the following:

- a. Type and brand of device involved.
- b. Department or area of incident.

c. Description of incident.

## **Training Records**

McPherson College is responsible for maintaining the training records of employees listed above under Exposure Determination.

Training records shall be maintained for three years from the date of training or such period of time as may be required by law. The following information shall be documented:

- a. The dates of the training sessions.
- b. The contents of a summary of the training session

The names and qualifications of persons conducting the training.

The names and job titles of all persons attending the training session.

## **Availability**

Employee training records required to be kept under this policy shall be provided upon request for examination and copying to the employee, to anyone having written consent of the employee, to the Director, and to the Assistant Secretary in accordance with 29 C.F.R. 1910.20 (as it now exists or may be hereafter amended or superseded.)

## **Transfer of Records**

McPherson College shall comply with the requirements involving transfer of records set forth in 29 C.F.R. 1910.20 (h) as it may hereafter be amended or superseded.

If McPherson College ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, McPherson College shall notify the Director at least three (3) months prior to their disposal, and shall

transmit them to the Director, if required by the Director, within that three (3) month period.

### **Evaluation and Review**

The Safety Committee is responsible for reviewing and updating this program and its effectiveness periodically, and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure or to reflect new or revised employee positions with the risk of occupational exposure.

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## **3.13 Nepotism**

Relationship by family or marriage shall constitute neither an advantage nor a disadvantage to employment by McPherson College, provided the individual meets and fulfills the appropriate College employment standards. Without approval of the President, no individual shall have compensation approved by, or be assigned to a department under the direct supervision of, a relative as defined herein.

The College recognizes that there may be existing relationships that run contrary to this policy adopted on July 1, 1999. This policy is intended to prevent any new situations where relatives are employed in supervisory-subordinate relationships.

Under the above policy the following definitions are applicable:

A. **Relative** includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother,

stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, grandparent-in-law, or domestic partner.

B. **Supervision** is generally defined as the authority to oversee the performance of another person's job duties. Supervision also includes the authority of an employee to schedule, assign, evaluate, commend, reward, promote, relieve, discipline, censure, demote, or remove another employee or substantially influence such actions for or against another employee.

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## **3.14 Employee Dress Guidelines**

Administrative staff employees represent the College when performing their duties. Therefore, the College expects appropriate employee appearance in accordance with an employee's assigned duties and working conditions. The College does not maintain a list of prescribed rules or dress code. Rather, employees are expected to use good judgment and be responsive to the suggestions or direction of their supervisor. Departmental managers may establish additional guidelines as they deem appropriate.

Appropriate attire varies based on job duties. For example, employees in facilities management perform significant amounts of manual labor or cleaning. Their work environment often lacks climate control and involves dirt, grease, chemical solutions, and other items that may damage clothing. Therefore, apparel such as jeans, shorts, t-shirts, or sweatshirts are generally appropriate. Attire in this

environment should also consider potential safety hazards. Office personnel generally work in climate controlled environments that are cleaned regularly. As part of their assigned duties they often meet with students, parents, and the public. Therefore, apparel for these positions should be business casual. Further guidance on appropriate attire may be sought from or given by an employee's supervisor.

Regardless of work assignment, all outer garments should fit properly and be maintained and laundered to provide a clean appearance.

For persons working in a business casual environment, the following examples may provide some guidance:

- Dress trousers with collared shirt, polo shirt, dress shirt and tie, or sweater
- Suit or sport coat
- Dress, skirt or dress trousers with polo, blouse, or sweater

Should a supervisor determine an employee's attire is inappropriate, the employee will be instructed to change their attire.

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## **3.15 Vehicle Operation**

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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## **3.20 Grievance Policy**

### **I. Purpose**

This policy has been established to foster sound employee-employer relations through communication and reconciliation of certain work-related problems. The primary objective of the Grievance Procedure is to determine whether employees have been treated in accordance with College Staff policies and procedures.

## II. Policy

- A. The grievance process is only available to regular, full-time and part time non-exempt or hourly college employees, who have completed their initial probationary period with the College, and exempt employees.
- B. A College employee, whose grievance is related to or regarding an act of discrimination due to such grievant'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, will use the discrimination and harassment complaint procedure and not this Grievance Policy.
- C. This Grievance Policy will not be used to effect changes in Policies or Rules, such as hours of employment, rates of compensation or the content or merit of College Staff, Faculty of Administrative Policies and Procedures. The process will not be utilized to investigate verbal counseling or written reprimands unless the grievance falls under Staff Policy 3.2 Discrimination and Harassment.
- D. If, after a grievance is filed, a lawsuit/complaint is filed with any board, agency or court concerning the same subject matter, the grievance process will stop unless the grievant has submitted written notification to the Director of Human Resources of his/her intent to withdraw the grievance.
- E. All records pertaining to specific grievances will be maintained by the office of Human Resources in separate files from the employee's personnel file.
- F. The decision to administratively suspend an employee, with or without pay, during an investigation is not subject to a grievance hearing.

### **III. Procedures**

A. Before a formal written grievance is filed, an employee shall attempt to settle his/her dispute with his/her immediate supervisor in the employee's department. The employee is required to show that a reasonable effort was made to resolve any question or misunderstanding within the employee's department prior to filing a grievance.

B. Mediation

This assistance provides an opportunity for both parties to present points of view and work toward solutions that are mutually agreeable. Although mediators usually have a vested interest in arriving at a workable solution, the final agreement belongs to the parties. The role of the mediator is to help the parties reach an agreement that ultimately results in a healthy work environment for both parties. In general, the goal is a "win/win" solution. Unless criminal or unethical issues are identified, the process is handled in a confidential manner. In some situations, however, the parties may request the final agreement be shared with other specific persons. Information learned or obtained in the mediation process is not admissible in the grievance process. Mediation agreements cannot bind the College.

C. It is expected that each employee will make a good faith effort to resolve disagreements or conflicts prior to filing a grievance, by talking with his/her supervisor or by taking advantage of the mediation process. If an employee is unable to informally resolve his/her grievance with his/her immediate supervisor or co-worker or by participating in mediation, the employee shall obtain a statement of grievance. The grievant will be required to state the nature of the grievance, supported with specific facts, as well as what steps the employee

has taken to resolve the grievance. The grievance statement should be presented to the employee's immediate supervisor within thirty (30) calendar days after an alleged grievable incident shall have occurred. The supervisor will acknowledge the receipt of the grievance statement by signing and dating the statement. A copy of the grievance shall then be forwarded by the department to the Director of Human Resources. The Director of Human Resources shall determine whether the issue(s) raised are subject to a grievance process. The Director of Human Resources may dismiss some or all of the issues or clarify the scope of any grievance. The decision to dismiss issue(s) is subject to appeal in writing within ten (10) business days of written notice to the College President. The President's decision shall be final.

- D. The supervisor or co-worker, in collaboration with the department head, shall respond to the grievant within ten (10) work days from dated receipt of the grievance from the employee and shall present a grievance response to the employee with a copy forwarded to the Director of Human Resources.
- E. If the grievant is not satisfied with the response, he or she has the option of requesting a meeting with the Director of Human Resources. The grievant should make the request in writing to the Director of Human Resources within five (5) work days of the written response by the supervisor. The Director of Human Resources will then work with the grievant and the respondent towards an agreeable resolution of the complaint. For grievances related to termination, demotion or suspension without pay, the grievant may request a hearing with the College Personnel Committee. The request should be in writing to the Director of Human Resources within five (5) work days of the written response by the supervisor. No other grievances heard under this policy may be appealed to the Personnel

Committee.

- F. The Personnel Committee will convene a hearing within seven (7) work days of receipt of the written request for a hearing to the Director of Human Resources unless a different hearing date is granted by the Chair of the Committee. Both the grievant and the respondent should be present for the hearing, along with other persons who, according to the grievant or the respondent can provide relevant information. Although the hearing is an internal matter, legal counsel for either (or both) party is allowed and a record kept by the Director of Human Resources. The College Personnel Committee is charged with providing a written summary of their findings within seven (7) work days of the conclusion of the hearing to the respondent, to the grievant, and to the Director of Human Resources.
- G. The decision of the College Personnel Committee shall be final unless overturned by the College President within fifteen (15) work days of the date of the College Personnel Committee's written summary. Grievances filed against the College President shall have the decision of the College Personnel Committee overturned by the Chair, Board of Trustees, within fifteen (15) work days of the date of the College Personnel Committee's written summary.
- H. The College Personnel Committee is not a policy making body and may not challenge the legality of the College's Staff, Faculty or Administrative policies. The Committee must reach its decisions within the framework of the Policies existing at the time the case was initiated. The Committee is without the authority to award or recommend damages or compensation of any nature, except reinstating lost wages for an employee, who has been suspended without pay, demoted or terminated.
- I. The burden of proof rests upon the appealing employee, who must show that the evidence is clear and convincing. In an appeal to the College Personnel Committee, the

question under consideration is whether the employee has been treated in accordance with College Staff policies and procedures. The Committee shall not consider unrelated matters.

J. Any College employee is prohibited from retaliating against a person filing a grievance, serving as a witness in a grievance investigation, or any person connected to a grievance investigation or resolution of a grievance.

K. Members of the College Personnel Committee – Staff members are appointed by the College President; faculty members are appointed by the Vice President for Academic Affairs.

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## **3.16 Resignation and Exit Interview**

### **Purpose:**

McPherson College supports positive employment relationships and working environments. The exit interview is an important learning tool used to gather facts and information pertaining to the work experience. The exit interview provides the opportunity to gather data to improve working conditions, explain the separation process, answer questions the employee may have concerning the separation process, and ensure an organized process for non-returning employees to complete all College obligations.

### **Policy:**

McPherson College views an employee's resignation as a voluntary termination. Staff are encouraged to provide their

supervisor, in writing, with at least two weeks' notice of intention to resign by submitting a written resignation notice. Any paid time days such as vacation or sick cannot be included in the notice period unless it is a college wide paid holiday.

Upon receipt of resignation an exit interview will be scheduled with human resources to discuss the employee's perceptions of the College as an employer, to determine the reasons for termination, to discuss COBRA health care continuation options, and to answer the non-returning employee's questions. All non-returning employees must return College owned property and assets provided to employees for utilization in the performance of their position.

**Procedure:**

1. All non-returning employees must provide their immediate supervisor a written statement outlining their intention regarding termination or vacating a position. The Human Resources department will notify Computer Services and Facility Management
2. The supervisor is responsible for notifying the Human Resources department as soon as he/she is advised that an employee is leaving the employment of the College. The Human Resource department will begin a "Termination Checklist."
3. An exit interview questionnaire will be distributed to the terminating employee by the Human Resources department.
4. The Human Resources department will also schedule and conduct a meeting with the terminating employee to discuss the interview questionnaire, return College property, discuss COBRA health care continuation rights (where applicable), and complete the "termination checklist."

Items which must be accounted for include but are not limited



to:

Keys

Credit Cards

ID Card

Books/Supplies

Equipment

Computer

Pager

A fee may be deducted from the employee's last payroll check in the event that College keys, credit cards, etc. are not returned if employee has signed the deduction understanding.

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## 3.17 Whistleblower

See [ADM 235 – Whistleblower](#)

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## 4.01 Leave of Absence

To accommodate employees requesting extended leave for a serious medical condition, the birth of a child, adoption, foster care placement, or caring for a spouse, parent or child with a serious medical condition the College offers:

- Use of Family and Medical Leave (refer to the Family and Medical Leave policy). During an employee absence under FMLA accrued vacation and sick time will be used before unpaid leave is applied.
- Extended leave beyond the scope of FMLA may be granted

for up to six (6) months, but the determination of the extended leave will be granted at the College's sole discretion. If the employee is granted post-FMLA leave, the employee will not accrue vacation or sick leave benefits, but may elect to continue group insurance coverage by paying the full premium in advance of the first of the month for the next month's coverage by tendering a check payable to McPherson College.

Employees, who seek a leave of absence for military service or to care for a military service member, refer to McPherson College's Family and Medical Leave Act policy.

Employees, who seek a leave of absence for reasons outside the scope of FMLA, may request an unpaid leave of absence. The leave of absence could also be a paid leave of absence if said employee has available vacation and/sick to cover the time requested. The hiring authority approves or disapproves the requested leave of absence based on business necessity.

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## **4.02 Family & Medical Leave Act**

### **I. Purpose**

The intent of this Policy is to allow employees to be absent from work in conformity with the Family and Medical Leave Act (FMLA) of 1993 as amended from time to time and all interpretations shall comply with that intent.

### **II. Policy**

## A. Eligibility and Reasons for Leave

Employees who have worked for the College for at least twelve (12) months, over the last seven (7) years (need not be consecutive), and who have been employed for at least one thousand two hundred fifty (1,250) hours of service by the College during the previous twelve (12) months, are entitled to up to twelve (12) cumulative weeks of Family and Medical Leave (FML) per year (to be defined as a "rolling" 12-month period, except for covered service member leave which is for a single 12-month period) for any of the reasons listed below:

1. Child birth, pregnancy or prenatal medical care;
2. Placement of a child with the employee for adoption or foster care and in order to care for such child;
3. To care for a spouse, son, daughter or parent with a serious health condition as described below;
4. When the employee's own serious health condition, as described below, makes the employee unable to perform the functions of his or her position (A serious health condition is defined by this policy in section IV. Definitions G);
5. For a qualifying exigency, and/or covered service member leave, as described below.

B. This policy covers illnesses or conditions of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, this refers to a chronic or long-term health condition that results in a period of more than three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity, and a second visit within thirty (30) days of the incapacity. For chronic conditions requiring periodic health care visits for

treatment, such visits must take place at least twice a year. This policy also covers qualifying exigency leave for eligible employees with a spouse, son, daughter, or parent on covered active duty in the Armed Forces in a foreign country, or called to covered active duty status in the National Guard or Reserves deployed to a foreign country. Eligible employees may use their twelve (12) week leave entitlement to address certain qualifying exigencies.

C.

This policy also applies to qualifying military caregiver leave to care for a covered service member with an illness or injury incurred in or aggravated by the line of covered active duty. This leave may extend up to twenty-six (26) weeks in a single twelve (12) month period for an employee to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious illness or injury. A covered service member is a current member of the Armed Forces or Veteran of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties and is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or on the temporary disability retired list. A covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The Veteran's need for a caregiver includes medical treatment, recuperation or therapy for a serious injury or illness that occurred any time during the five years preceding the date of treatment, recuperation, or therapy.

D. Amount of Leave

An eligible employee can take up to twelve (12) weeks of Family Medical Leave ("FML") for the circumstances noted above in Item A. 1. through Item A. 4. To determine the amount of eligible hours available to the employee, a rolling 12-month calendar timeframe will be used. This calculation measures backwards from the date of the employee's requested start date for FML leave. An eligible employee can take up to twenty-six (26) weeks of FML for the circumstances noted in item A.5. for covered service member leave during a single 12-month period with the amount of remaining leave calculated from the date leave is first used. If a husband and wife both work for the College and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or care for a parent with a serious health condition, the husband and wife may only take a combined total of twelve (12) weeks of leave. If the husband and wife both work for the College and each wishes to take leave to care for a covered injured or ill service member, a combined twenty-six (26) weeks of covered service member leave may be taken. FML eligible employees injured on the job receiving Workers' Compensation will have this leave time tracked and deducted from FML entitlement.

#### E. Types of Leave – Continuous, Intermittent or Reduced Work Schedules

Leave may be taken in consecutive weeks, intermittently (for example, taking a day periodically when needed over the year), or under certain circumstances, to reduce the workweek or workday, resulting in a reduced work hour schedule. In all cases, the leave may not exceed a total of twelve (12) work weeks (or twenty-six (26) work weeks to care for an injured or ill service member over a 12-month period). Leave taken for the birth or placement of a child for adoption or foster care must be taken consecutively unless otherwise authorized by the employee's department. Leave for prenatal medical

appointments may be taken intermittently. When undergoing planned medical treatment, it is the employee's responsibility to coordinate the scheduling of such treatment with his/her immediate supervisor and the health care provider to minimize disruption to the College. When intermittent or reduced schedule leave is needed due to a foreseeable reason, The College may temporarily transfer an employee to an available alternative position if the alternative position would better accommodate the intermittent or reduced schedule. The alternative position will be equivalent in pay and benefits.

F. Use of Paid and Unpaid Leave:

1. Eligible accrued sick leave, vacation or compensatory time shall be utilized first. If an employee has less than twelve (12) weeks of eligible accrued paid leave, the balance of the leave shall be taken as unpaid leave. An eligible employee will utilize sick leave, then vacation, then unused and available paid holiday such as annual birthday and then shall remain in an unpaid status for the remainder of the leave. An employee on FML may work a second job as long as the employee meets the FML standard for leave from The College.
2. Birth, placement of a child for adoption or foster care. No permanent full time or permanent part time employee shall be compelled, coerced or ordered to begin leave at any time during the period of pregnancy, unless unable to perform the essential functions of the job. Entitlement to leave for this purpose expires twelve (12) months after the birth or placement of the child.
3. FML running concurrently with worker's compensation.

When FML is used concurrently with worker's compensation, employees may supplement worker's

compensation wages with sick leave, vacation or compensatory time, but are not required to do so. The employee is responsible for notifying Human Resources if they would like to supplement worker's compensation wages with sick leave, vacation, or compensatory time. The amount of sick or vacation pay used shall be the amount necessary to maintain the employee's approximate regular net payment.

#### G. Designation of Leave

Paid leave may be retroactively designated as FML by either the employee or the College if circumstances are such that the leave is unexpected or because the employee is on sick or vacation leave for an FMLA purpose and has not advised the College of said purpose. However, in no event may leave be so designated after the leave has ended, except as provided by law. The College has designated Workers' Compensation absences as FML hours.

#### H. Abuse

If the College finds intentional misuse of FML, employment may be terminated.

### **III. Procedures**

**Below is a summary of the basic FML procedures. This section is not an exhaustive list of all FML policy procedures.**

A. When an employee has a foreseeable need for FML, the employee must complete the Family Medical Leave Request for Leave Form. An employee may obtain, complete, and submit this form from/to the College Human Resources. If an unforeseeable need arises the employee may verbally notify Human Resources of the request and Human Resources will provide a paper copy of the request to the employee or employee designee for completion. When the need is foreseeable, the completed form must be submitted to Human Resources at least thirty (30) days

prior to the commencement of the leave. If, due to unforeseeable circumstances, it is impossible to give a full thirty (30) days notice, as much advance notice as possible is still required. Failure to comply with the above notice requirements may delay the onset of an employee's FML leave for a period of up to thirty (30) days. Human Resources will provide a written Notice of Eligibility and Rights & Responsibilities Form to the employee within five (5) business days when either 1) the Family Medical Leave Request for Leave Form is received, 2) a verbal request for FML is made by the employee, or 3) the Department acquires sufficient knowledge that an employee's absences may be for an FML qualifying reason. In cases such as those highlighted under item 3) above the department should notify HR within twenty-four (24) hours.

- B. It is the employee's responsibility to provide the appropriate Certification Form within fifteen (15) calendar days of receipt of the Notice of Eligibility and Rights & Responsibilities Form. The Certification of Health Care Provider Form is not required for the placement of a child for adoption or foster care; however documentation for the event will be required. The Certification Forms, provided with the Notice of Eligibility and Rights & Responsibilities Form, are also available from the College Human Resources. Failure to provide a completed Certification Form within the required time period may delay the onset of FML leave or result in a denial of FML. Human Resources will notify the Department and employee whether the leave has been approved or denied with a Designation Notice form within five (5) business days of receiving sufficient information to make the FML determination. Employees may authorize a Human Resources representative to contact their health care provider to authenticate and clarify any information provided in the Certification Form (Note: Employees can choose whether or not to authorize



this action through the Family Medical Leave Request for Leave Form). If deficiencies are found on an employee's Certification Form, Human Resources will contact the Employee and give them seven (7) calendar days, beginning the day after Human Resources contacts the employee, to clear any deficiencies as indicated through the provided Designation Notice. Deficiencies may include an incomplete Certification Form or the need for additional information and clarification by the employee's health care provider. In some cases where the employee has authorized Human Resources to contact their health care provider, Human Resources may contact the employee's health care provider directly to resolve any deficiencies. The College may require other medical opinions for determining eligibility under the provisions of this section. If Human Resources reasonably doubts the initial Certification Form provided by an employee, Human Resources may require an examination by a second health care provider at the College's expense. If the second health care provider's opinion conflicts with the original certification, Human Resources, again at the College's expense, may require a third, mutually agreed on, health care provider to conduct an examination and provide a final and binding opinion. The College may require subsequent medical recertification on a reasonable basis. All medical information related to FML will be considered confidential and available only to those with a legitimate need to know.

- C. Recertification is required for intermittent leave requests of more than six (6) months of leave time per Certification Form. When an employee is aware of the continuing need for intermittent leave, he or she must submit an updated Certification Form to Human Resources prior to expiration of the current Certification Form. A Recertification may also be requested if 1) an employee requests an extension of continuous leave; 2)

circumstances described by the previous Certification Form change (e.g. duration or frequency of absence, nature or severity of the illness, complications, a pattern of using unscheduled leave with scheduled days off); or 3) Human Resources receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification. When asked to submit an updated Certification Form for recertification the updated Certification Form must be returned to Human Resources within fifteen (15) calendar days of the request.

- D. In addition to providing Human Resources with a new Certification Form (Recertification) every six (6) months for those intermittent leave requests of more than six (6) months, individuals approved for intermittent leave must also provide Human Resources with an Annual Certification at the anniversary of their initial request for leave date. Human Resources will be in contact with the employee prior to their recertification and annual certification deadlines and assist the employee with this portion of the process.
- E. When an employee returns from FML, the College will attempt to return the employee to the position held prior to the leave. If this is not possible, the employee will be placed in an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If there are reductions in force while the employee is on FML, and the employee would have otherwise been included in those reductions had the employee remained, the employee loses their right to return to that position.
- F. Salaried employees in the highest paid ten percent of the College's work force may be denied reinstatement in their positions if it is shown that it would cause grievous economic harm to the College.
- G. The employee will be responsible for paying his or her share of the health insurance premium for the insurance

to remain in effect during a FML. If an employee chooses not to return to work from unpaid leave for reasons other than a continued serious health condition, or other circumstances beyond the employee's control, the employee will be liable for health insurance premiums paid by the College during the time of the FML.

- H. When employees return from leave due to their own serious health condition they are required to notify their department that they will be returning to work forty-eight (48) hours prior to their date of return so that proper planning may occur. Additionally, employees must provide a completed Return to Work Certification Form or provide an equivalent statement from their health care provider to Human Resources upon their return. Employees who fail to provide the Return to Work Certification form may not be permitted to resume work until this form is provided. Employees returning for all other FML events are required to provide only Section I. of the form.
- I. In some instances an employee's FML case may also be covered by the Americans with Disabilities Act (ADA). Human Resources will review these situations on a case-by-case basis. Employees should notify Human Resources with any requests for accommodations, restrictions or reassignment and Human Resources will work with the employee, department, and Human Resources to meet employee needs.
- J. When an employee has exhausted all FML and accrued paid leave and is unable to return to work, Human Resources will work with the employee and the department for an employment status review of options which may include termination.

#### **IV. Definitions**

For the purpose of this Policy, the following definitions,

unless noted otherwise apply:

- A. Rolling Calendar Year – An eligible employee is entitled to up to twelve weeks of leave per year, with year defined as a “rolling” twelve month period. Each time an employee takes FML leave the remaining leave entitlement would be any balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.
- B. Department – Any college department or office including faculty.
- C. Spouse - Is defined in accordance with applicable State Law.
- D. Parent - Includes biological parents and individuals who acted as the employee’s parents.
- E. Son or Daughter - Includes biological, adopted or foster children, stepchildren, legal wards, and other persons for whom the employee acts in the capacity of a parent who are under eighteen (18) years of age. Children eighteen (18) years of age or older, but incapable of self care because of a mental or physical disability are within the meaning of the definition.
- F. In Loco Parentis – A child under the FMLA includes not only a biological or adopted child, but also a foster child, stepchild, a legal ward, or a child of a person standing in loco parentis. The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for and financially support a child. Employees who have no biological or legal relationship with a child may nonetheless stand in loco parentis to the child and be entitled to FML leave.
- G. Serious Health Condition - Any illness, injury, impairment, physical or mental condition that involves: a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that

requires continuing care by a licensed health care provider.

1. Incapacity and treatment – Incapacity period of more than three (3) consecutive calendar days and subsequent treatment or incapacity related to the condition. The subsequent treatments must be needed within thirty (30) days of the first day of incapacity and an in-patient visit to a health care provider must occur within seven (7) days of the first day of incapacity, or
2. Pregnancy or prenatal care and absences due to the condition; or
3. Chronic conditions – a condition that requires periodic visits for treatment at least twice per year by a health care provider , continues over an extended period of time, and could cause episodic incapacity (e.g., asthma, diabetes, epilepsy) and absences due to the condition ; or
4. Permanent or long-term conditions – a period of incapacity due to a condition for which treatment may not be effective. (e.g., Alzheimer's, a sever stroke, or the terminal stages of a disease); or
5. Conditions requiring multiple treatments – any period of absence to receive multiple treatments by a health care provider for 1) restorative surgery; or 2) a condition that would likely result in a period of incapacity of more than 3 consecutive days if not treated, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy), or kidney disease (dialysis).

H. Health Care Provider - licensed medical doctors and osteopaths, podiatrists, dentists, clinical psychologists and clinical social workers, physician assistants, optometrists or chiropractors authorized to practice in the State, nurse practitioners and nurse-midwives authorized under State law and Christian

Science practitioners.

- I. The phrase “needed to care for a family member or covered service member” encompasses: 1) physical and/or psychological care; and 2) when the employee is needed to fill in for another person providing care or to arrange for third party care of the family member or 3) intermittent or reduced schedule leave may be used because other care is normally available for the family member.
- J. The phrase “unable to perform the functions of his/her job” - means an employee is: 1) unable to work at all or 2) unable to perform any one of the essential functions of his/her position. The term “function” means “the essential job duties of the employment position” and does not include the marginal functions of the position.
- K. Serious Injury or Illness for a Covered Veteran – A serious injury or illness for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
  1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or
  2. A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or
  3. A physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military

- service or would do so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
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## 4.03 Sick Leave

Sick leave is earned at the rate of one (1) working day per month of service with a maximum accumulation of sixty (60) days. Part-time employees who work 20 hours a week or less accumulate sick leave at the rate of one-half (1/2) working day per month of service with a maximum accumulation of sixty (60) days.

Sick leave can be used for recovery for a personal illness, recuperation following birth (see Family and Medical Leave Policy), and/or caring for an ill immediate family member. Immediate family member is defined as an employee's child, spouse, or parent (see Family and Medical Leave Policy for more information). McPherson College realizes that unforeseen circumstances may arise and prevent an employee's ability to report to work. Thus two (2) sick days per year can be used for personal time. Unavoidable circumstances could include weather conditions, automobile malfunction, etc.

Employees who are ill or due to an unforeseen situation are unable to report in accordance with their work schedule must notify their supervisor before, or as soon as possible after their scheduled start time.

Sick leave may not be used for grandparent assistance at the time of a birth of a child. In this situation vacation time

must be utilized.

Sick leave does not accumulate to more than sixty (60) days, nor do employees under any circumstances receive pay in lieu of unused accrued sick leave. To receive holiday pay the day immediately before or after a holiday may not be taken as sick leave without special permission from the employee's direct supervisor.

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## **4.04 Military Leave**

McPherson College is committed to protecting the job rights of employees absent due to military leave. It is the policy of McPherson College to comply with the Uniformed Services Employment and Reemployment Act of 1994 as amended (USERRA) and all other applicable federal and state laws which protect job rights and benefits for veterans and members of the armed services. No employee or prospective employee will be subjected to any form of discrimination on the basis of membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

- Temporary (two-week) Military Leave: In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job for a period of not more than ten (10) working days each year in order to participate in temporary military duty



are entitled to as many as ten (10) days unpaid military leave. All benefits will continue during an employee's temporary military leave.

- **Extended Military Leave:** Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed ten (10) working days will be placed on an unpaid military leave of absence status for a period of as long as five (5) years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

## **Procedures**

1. The employee will provide his or her immediate supervisor with notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within 30 day of active military service when feasib
2. To request a temporary or extended military leave of absence, the employee should, unless prevented from doing so by military necessity, obtain a Request of Leave of Absence Form from Human Resourc
3. Human Resources will review and sign the Request for Leave of Absence Form, collect any applicable insurance premiums from the employee, and process accordingly.
4. Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation during their absence.
5. When the employee intends to return to work, he or she must make application for reemployment to Human Resources within the application period set forth below.
6. If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

## **Benefits**

If an employee is absent from work due to military service, benefits will continue as follows:

- An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31 day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall premium rate. Beginning after the first 31 days of military leave, group health insurance coverage for an employee and/or an employee's covered dependents will run concurrently with applicable health insurance coverage under COBRA.
- The group term life/AD&D insurance provided by the College will terminate the day the employee begins active military duty.
- The group long term disability insurance provided by the College will terminate the day the employee begins active military duty.
- Employees do not accrue vacation or sick leave while on military leave of absence status.
- With respect to the College's retirement plan, upon reemployment, the employee may elect to make any or all employee contributions that the employee would have been eligible to make had the employee's service not been interrupted by active duty military service. Such contributions must be made within a period that begins with the employee's reemployment and is not greater in duration than three times the length of the employee's military service.

## **Reemployment**

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- *Less than 91 day of military service*
  - in a position that the employee would have attained if employment had not been interrupted by military service; or
  - if found not qualified for such position after reasonable efforts by the College, in the position in which the employee had been employed prior to military service.
  
- *More than 90 days and less than 5 years of military service*
  - in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status, and pay, the duties of which the employee is qualified to perform;
  - if proved not qualified after reasonable efforts by the College, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
  
- *Employee with a service connected disability* – if after reasonable accommodation efforts by the employer, and employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in:
  - any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the College; or
  - if no such position exists, in the nearest

approximation consistent with the circumstances of the employee's situation.

### **Application for Reemployment**

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule:

- *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) – the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.*
- *If service is for 31 days or more but less than 180 days – the employee must submit an application for reemployment with Human Resources no later than 14 days following the completion of service.*
- *If service is over 180 days – the employee must submit an application for reemployment with Human Resources no later than 90 days following the completion of service.*
- *If the employee is hospitalized or convalescing from a service-connected injury – the employee must submit an application for reemployment with Human Resources no later than two years following completion of service.*

### **Exceptions to Reemployment**

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The College's circumstances have so changed to make reemployment impossible or unreasonable.

- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely for a significant period.
- The employee did not receive an honorable discharge from military service.

### **General Benefits Upon Reemployment**

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. In addition, an employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at McPherson College.

If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resource department.

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## **4.05 Domestic Violence**

In accordance with Kansas statute HB2928 McPherson College will not discharge, discriminate, or retaliate against an employee who is a victim of domestic violence or a victim of sexual assault for taking time off of work to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or

- the victim's child or children;
- Seek medical attention for injuries caused by domestic violence or sexual assault;
  - Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of domestic violence or sexual assault; or
  - Make court appearances in the aftermath of domestic violence or sexual assault.

## **Notice & Documentation**

To take protected leave, the employee must give McPherson College reasonable advance notice of the employee's intention to take time off by completing a Request for Leave of Absence form, unless such advance notice is not feasible. Within 48 hours after returning from the requested time off, the employee must provide documentation to support taking time off.

When an unscheduled absence occurs, the College will not take action against the employee if the employee, within 48 hours after the beginning of the unscheduled absence, provides certification to the employer in the form of the following:

- A police report indicating that the employee was a victim of domestic violence or sexual assault;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, healthcare provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault.

## **Use of Leave**

An employee on leave may use any vacation or sick time available, or if paid leave is unavailable to the employee, an employee may use unpaid leave of up to 8 days per calendar year.

### **Confidentiality**

To the extent allowed by law, McPherson College will maintain the confidentiality of any employee requesting leave, as well as the confidentiality of any supporting documentation provided by the employee.

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## **4.06 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.

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## 5.01

## Benefit

### Overview/Disclaimer

Employees of McPherson College are provided a wide range of benefits. A number of the programs (Social Security, worker's compensation, unemployment) cover all employees in the manner prescribed by law.

For the purpose of voluntary benefits, staff working at least half-time (1040 hours annually) are eligible for benefits in most circumstances. The long term disability benefit is provided for employees working at least three quarter time (1560 hours annually).

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability
- Retirement 403(b)
- Flexible Spending Account
- Vacation
- Sick Time
- Holiday
- Bereavement
- Tuition Waiver
- Employee Assistance Program
- Supplemental Insurances

For exempt employees most benefits become effective the first of the month following date of hire, or immediately if the



date of hire is the first of the month. For non-exempt (hourly) employees most benefits become effective the first of the month following the 60 day Introductory Period. However, both exempt and non-exempt employees are eligible for the retirement 403(b) and long term disability plan on the first of the month following one year of employment.

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## 5.02 Paid Holidays

Employees who work a minimum of 20 hours per week, for at least 9 months per year, are eligible for holiday pay. Employees with a non-traditional workweek (ex: 4 5-hour days) that are not scheduled to work on the holiday, will receive holiday pay based on the number of hours they are scheduled to work per week.

McPherson College recognizes these holidays annually. They are as follows:

- Fourth of July
- Wednesday before Thanksgiving
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Good Friday
- McPherson County All School's Day
- Memorial Day
- Additional days to be determined by the administration (ex: days between Christmas and New Year's Day)

A complete schedule of the designated holidays is distributed annually.

Holidays that fall on a Saturday are observed the preceding Friday, and holidays that fall on a Sunday are observed the following Monday.

In order to be eligible to receive holiday pay, the employee is required to work their regularly scheduled hours the workday preceding and the workday following the holiday unless on an approved vacation or sick leave. For purposes of this policy, a multi-day holiday shall be considered one holiday period.

### **Working on a Holiday**

In certain circumstances workload may necessitate that an employee work on an observed holiday. A regular, non-exempt employee required to work on a holiday will receive 1  $\frac{1}{2}$  times their regular rate per hour for hours actually worked, plus holiday pay at the regular rate of pay.

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## **5.04 Workers Compensation**

McPherson College complies with state laws requiring Workers' Compensation coverage. In the event an employee incurs an injury covered by Workers' Compensation, the amount of benefits payable and the duration of payment depend upon the nature of the injury or illness. If an employee is injured or has a work-related illness while on the job, they must immediately report the injury/illness to their supervisor and the human resource department so the College can assist the employee in contacting the Workers' Compensation insurance carrier.

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## **5.05 Jury Duty**

In the event an employee is summoned for jury duty they will, regardless of exempt or non-exempt status, be excused from work to attend to this duty and receive their regular work pay. "Regular work pay" does not include overtime compensation. Employees are expected to return to work on any day that jury service takes less than the entire working day.

Upon receiving a jury duty summons, the supervisor should be notified as far in advance as possible, so proper arrangements can be made to cover work duties.

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## **5.06 Bereavement Leave**

In the event of the death of an immediate family member, the employee is allowed a maximum of three days bereavement leave with pay. Immediate family is defined as spouse, children, parents, brothers, sisters, grandparents, and parents-in-law.

For attendance at a funeral for the death of a non-immediate family member or friend, permission is granted for up to two hours of funeral leave with pay. For absences of more than one day, employees may use vacation days if available.

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## **5.07 Voting**

All College employees are encouraged to exercise their voting rights at all national, state, and local elections. Work schedules will normally permit adequate time for employees to exercise their voting rights, either before or after normal working hours, or during the employee's lunch hour. When this is not possible, employees may be excused from regular duties for up to two hours with pay. More than two hours will be allowed if necessary, but the employee will need to utilize their vacation time.

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## **5.08 Insurance Programs**

### **Section 125 Plan**

Section 125 of the Internal Revenue Code allowed McPherson College to establish an employee benefit plan whereby employees can choose among various benefits and purchase the benefits through deductions from pay on a pre-tax basis. The employee receives the selected benefits free of federal and state income taxes and social security taxes. The plan year begins January 1st annually. Enrollment in the insurance programs can occur within 30 days of hire or 30 days after the introductory period if applicable, within 30 days of a qualifying event, and during annual open enrollment (November). Additional information regarding each insurance plan is available in the human resource office. These benefits are subject to termination or change at any time.

### **Medical Insurance**

Participation in a medical insurance coverage program is

available to all employees working at least one-half time. Premiums for this coverage are paid monthly. The College and the employee each pay a portion of the health insurance premium. Eligible persons working less than full-time are eligible for premium contributions from the College on a pro rata basis. The employee contribution is paid through monthly payroll deductions.

The employee may select single coverage, employee and spouse coverage, employee and children coverage, family coverage, or decline coverage. A benefits summary and a list of premium prices for each plan are provided annually during open enrollment or can be obtained by contacting the Human Resource office.

### **Life Insurance**

The College provides each employee who works at least half-time (1080 hours) with a \$10,000 group term life insurance policy. A newly hired employee is guaranteed the right to the life insurance policy regardless of any health issue or concern if enrolled within 31 days of hire date.

### **Dental Insurance**

All regular employees are eligible for dental insurance. All dental insurance premiums are paid by the employee through payroll deductions. Detailed information about dental insurance coverage and premiums is available in the Human Resource office.

### **Vision Insurance**

All regular employees are eligible for vision insurance. All vision insurance premiums are paid by the employee through payroll deductions. Detailed information about vision insurance coverage and premiums is available in the Human Resource office.

## **Supplemental Insurance**

Supplemental benefits could include accident, cancer, specific event, and intensive care insurance and short-term disability. This is not an all-inclusive list and is subject to change at any time dependent upon benefits negotiations.

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## **5.09 Long-Term Disability**

McPherson College employees who work at least three quarter time (1560 hours) are eligible to be enrolled in the long term disability plan after completing one year of employment. In the event that an employee is totally disabled, they may apply for monthly income benefits that will begin the first day of the third full month of disability. The benefit is based on a percentage of monthly salary. Claims for disability are filed with the insurance carrier. The full cost of coverage is paid by the College.

The insurance company underwriting and administering this coverage will be solely responsible for any disability determination or decision. All claims are determined by the insurance company, not McPherson College.

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## **5.10 Flexible Spending Accounts**

The College provides a program whereby employees have a

flexible and convenient method to use tax- sheltered dollars to pay for their personal share of healthcare and/or child and dependent care expenses. These two benefit options are called Flexible Spending Accounts (FSAs). They are designed to increase the employee's disposable income by reducing the amount of taxes the employee pays.

The FSA has a plan year of January 1st to December 31st. Upon enrollment in one of the FSA plans, the employee will choose the specific amount of their annual salary that will be withheld from each paycheck and deposited into an FSA. These withholdings are on a pre-tax basis (before federal and state income taxes).

Newly hired College staff may enroll within 30 days of hire for exempt employees or within 30 days of completion of the introductory period for non-exempt employees. Current employees are eligible to enroll during the annual open enrollment period or for 30 days following a qualifying event.

Employees should be aware that according to IRS provisions, funds left in the account at year end are not refundable to the employee.

Detailed information concerning flexible spending accounts is available in the Human Resource office

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## **5.11 Employee Assistance Program**

An employee in need of this benefit may contact the Human Resources office.

Employee Assistance Program (EAP) Brochure and the Employee Assistant Program On Line Access Guide is accessible via the [HR Forms Page](#).

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## 5.12 Retirement Plan

The following is a brief outline of the College's Retirement Plan, refer to the Summary Plan Description for further detail regarding the Plan. To receive a complete description of the Plan the employee can request a copy of the Summary Plan Description from the Human Resource office.

The McPherson College Retirement Plan is a defined contribution plan that operates under Section 403(b) of the Internal Revenue Code. The College offers one investment company to choose from: Teachers Insurance Annuity Association (TIAA). There is an annuity platform and a Roth platform an employee can choose.

Any college employee, who is not deemed ineligible to participate, can contribute to the college's retirement program at any time during her/his employment.

Eligibility for employer contributions begins the first of the month following one year of employment. The College contributes an amount equivalent to 10% of the employee's base pay with benefits payable to the employee when 59 1/2 years or older or upon separation of employment from the college. The employee is fully and immediately vested in the benefits arising from contributions made under this Plan.

For more information or to begin a retirement account, please contact your Human Resources office.



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## 5.13 Campus Benefits

The following is an overview of additional employee benefits offered to McPherson College employees:

- Fitness Center – Gym equipment and a full service weight room are available on campus.
- Library Services – Access to all library services at McPherson College Miller library.
- Campus Events – Free admittance into campus events with identification card (athletics, theater, concerts, etc.)
- Dining Hall – Meals at the dining hall

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## 5.15 Moving Expenses

The College will consider assisting in relocation expenses for faculty moving to the McPherson area from longer distances. The College will pay the first \$1,000 of documented moving expenses and half of the second \$1,000. The maximum reimbursement for moving expenses is \$1,500. There is no relocation assistance for non-faculty hires.

The HR Director or representative is the only person authorized to convey the amount of relocation allocation assistance to new hires. To receive reimbursement for relocation expenses, original, itemized receipts for moving expenses are to be submitted to the Human Resource office for processing.

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## 5.16 Compensation

## Unemployment

If employment with the College ceases employees under certain circumstances may be entitled to unemployment compensation. Former employees may apply to the appropriate office of the Kansas Department of Human Resources for any such compensation to which they are legally entitled.

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## 6.01 Keys

### Key Issuance

1. Employees will be issued keys to their office, work area, and outside buildings as appropriate.
2. A Key Request Form must be completed before keys will be issued. The form requires the department chair/immediate supervisor signature and a designated administrator signature.
3. After receiving appropriate approval the Key Request Form should be sent to Facility Management by the departmental chairperson/immediate supervisor or designated administrator. The employee requesting keys cannot submit the Key Request Form.
4. After receipt of the Key Request Form, keys will be issued. The requesting employee must sign and pick up the keys at the Facility Management Office.

### Lost Keys

1. Replacement keys must be requested using the above Key Issuance procedure
2. Each lost key will incur a replacement charge that will be deducted from the employee's paycheck or charged to a student's account in the following manner:
  1. \$60 per non-master key
  2. \$200 per master key

### **Returning Keys**

1. The person to whom the key(s) were originally issued must return the keys to the Facility Management office at the end of the school year (students only) or at termination of employment.
2. If keys are not returned the employee or student will be charged in accordance with the lost key policy detailed above

### **Safety**

1. For campus safety reasons individuals that have been issued keys are advised not to loan keys to others. Keys are only intended for the use of the individual to which they have been issued.
2. All keys are considered property of McPherson College and therefore it is unlawful to duplicate keys

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## **6.02 Identification Cards**

All McPherson College employees are issued identification cards upon employment. The identification card may be used for admission to most college produced athletic, theater, and music activities. The ID card also serves as a library card enabling employees to utilize library services.

The ID card can also be used to pay for meals in the cafeteria. To use the ID card as a means of meal payment the meals must be paid for in advance. Payment is submitted to the cafeteria and applied to the respective account.

Identification cards are issued through the Student Services office in Mohler Hall. ID photos are taken by appointment through the Communications Department.

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## **6.03 Copy & Print**

Self-service copiers are available in the following locations on campus:

- Mohler Hall first floor
- Mohler Hall second floor
- Templeton Hall
- Miller Library
- Hess Fine Arts
- Melhorn
- Beeghly Hall

Copy code numbers are available from Department Chairs, Department Heads, and the Business Office. A VendCard for the Miller Library copier may be requested at the Public Services Desk.

For printing and copying projects beyond the scope of the department contact that Marketing & Communications Department for assistance.

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## **6.04 Facility Management**

All Facility Management employees, including student employees, are under the general supervision of the Director of Facility Management. Faculty and staff are encouraged to provide the Facility Management Department with written suggestions concerning the general care of the facilities in which they are located and/or in which they perform their job functions.

Particular needs, as well as irregularities and malfunctions in campus buildings should be reported by email to the Director of Facility Management or by calling the Facility Management Office at extension 2470.

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## **6.05 Heating & Cooling**

Each year during the transitional seasons of spring and fall, McPherson College must perform a switch from heating to cooling mode (or vice versa) in several buildings. This process is necessary because the piping systems within the affected buildings cannot provide heating and cooling capabilities simultaneously.

The manual changeover generally takes 24 work hours (3 days) to complete and is performed when the temperature predictions indicate a semi-permanent change for the season.

The campus buildings that are affected by the changeover are:

- Brown Auditorium/Friendship Hall
- Dotzour Hall
- Hess Fine Arts (basement only)

- Metzler Hall
- Miller Library
- Mohler Hall
- Hoffman Student Union

Typically, the heating/cooling changeover occurs in the spring during the last half of April and the changeover in the fall occurs during the last half of October. Due to wide temperature variances there will be times during these transitional periods when one or more of the affected buildings will feel uncomfortable.

The College administration makes every effort to plan the heating/cooling changeover to cause the least amount of discomfort within the buildings, but unseasonable weather fluctuations can make this a difficult task. Please note that once a building has been switched over for a season it will remain in that state until the next seasonal changeover. Faculty, staff, and student understanding with this matter is greatly appreciated.

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## **6.06 Phone System**

The College Admissions department maintains faculty and staff phone directories. The Admissions department publishes a campus directory several times per academic year.

College employees must notify the human resource department and switchboard personnel of changes in office location and/or phone number.

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## **6.07 Library 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

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## **6.08 Vehicle Rental**

### **Policy**

McPherson College employees may rent vehicles for College business when other means of transportation are not practical, economical, or available. The Facility Management, Admissions and Athletics make arrangements for all College vehicle rentals. This is done to ensure the College receives appropriate rental conditions and that liability, insurance, and safety issues are addressed.

For vehicles with a capacity of 8 or more please refer to the 15 Passenger Van policy. Any exceptions to the Vehicle Rental policy and procedure must be approved in advance by the Vice President for Finance.

Refer to Administrative Policy 3.15 Risk Management Policies for further clarification to this policy.

## **Procedure**

When renting a vehicle for College business, the renting driver must meet and adhere to the following guidelines:

1. Be 21 years of age to operate cars or vans with a capacity of less than 8 passengers. For vehicles with a capacity of 8 or more please refer to the 15 Passenger Van policy.
2. Possess a valid driver's license and allow Facility Management to review and make a copy of the license for its records. Review of driver's license may be requested before the rental request is processed as the rental company may need to review the document.
3. Requests for vehicles should be made by email to the Facilities Management Department.
4. Requests should be made 5 working days in advance of the vehicle pick up date. Requests made after this time could result in the lack of availability of a vehicle.
5. Sign for the vehicle at the time of pick up. Vehicles may be picked up Monday through Friday, 8 am to 12 pm and 1 pm to 5 pm. Please note that for weekend rentals, the vehicle must be picked up by 4 pm on Friday.

When returning the vehicle, the driver must insure the following:

1. The vehicle is full of fuel.
2. The interior of the vehicle is clean of all trash, cups, and food.
3. Report any damage and/or mechanical problems to the



## **6.09 15-Passenger Van Rental**

### **Purpose**

This policy is established to prevent increased risk of accidents or injuries associated with the use of 15 passenger vans, noted in recent research and warnings issued by the National Highway Traffic Safety Administration (NHTSA). These warnings indicate that 15 passenger vans from all domestic manufacturers have a significantly increased risk of roll-over than other vehicles under certain driving and occupancy conditions. A 15 passenger van is a van with seating for 15 passengers; this includes the driver (driver + 14 passengers).

### **Policy**

The College will require certain precautions and enforce certain restrictions on the use of 15 passenger vans consistent with NHTSA warnings in order to reduce the risk of accidents or injuries associated with their use.

Refer to Administrative Policy 3.15 Risk Management Policies for further clarification to this policy.

### **Limitations on Use:**

- 1. Driving Limited to Employees:** Drivers must be 21 years of age or older, current employees of the College, possess a valid state driver's license, have a safe driving record and successfully complete an MC-required training program for driving 15 passenger vans. Student

employees are prohibited from operating 15 passenger vans.

2. **Passengers:** Passengers are normally limited to persons who are 18 years of age or older and are employees, students of the College, or other individuals on official College business. Exceptions to the age restriction are made for students of the College who are under the age of 18.
3. **Training:** The completion of 15 passenger van written test must be completed prior to the use of a 15 passenger van. The goal of the course will be to familiarize drivers with this policy, as well as provide practical instruction on the handling characteristics of 15 passenger vans, proper backing, braking, obstacle avoidance and return to road technique if a wheel drops off the roadway. The training will consist of satisfactory completion of a written examine.
4. **Safe Driving Record:** A safe driving record generally means no suspensions or revocations within the past 2 years, and no accidents for which the operator was cited.
5. **Vehicle:** The use of 15 passenger vans built after 2008 is highly recommended as most newer models have incorporated the use of stabilizers.

### **Operating Restrictions:**

1. **Distance and Hours Restrictions:** Fatigue is a primary factor in 15 passenger van accidents. High speed travel is also a major factor in 15 passenger van accidents. The use of 15 passenger vans should be limited to locations less than 2 hours from campus. Employees are not permitted to drive a 15 passenger van if by driving that 15 passenger van their workday will exceed 8 hours.  
*It is highly recommended that the use of a professional and/or bus is used for any distances greater than 2 hours or in the event where driving creates a workday*

*greater than 8 hours.* Night driving should be kept to a minimum. Travel itineraries should avoid high speed and limited access highways where possible.

2. **Vehicle Occupancy:** Occupancy is highly recommended not to exceed 12 passengers including the driver for trips that exceed 15 miles from campus or speeds in excess of 50 miles an hour.
3. **Vehicle Rental:** All 15 passenger van rentals must be processed through the Facilities Management Office.
4. **Weather Restrictions:** Poor weather is a major contributing factor in 15 passenger van accidents. Operation of 15 passenger vans during hazardous weather conditions is discouraged. Safe driving conditions are road conditions absent snow-cover, heavy rain, ice, fog, or forecasts predicting such conditions. If drivers already on the road are confronted by developing conditions such as these, the vehicle should be stopped in a safe location until conditions improve.
5. **Cell Phones:** Drivers operating 15 passenger vans are prohibited from using cell phones while the vehicle is in operation.
6. **Seat Belt Requirement:** The driver and all passengers must wear seat belts at all times while the vehicle is in operation.
7. **Load Evenly:** Passengers will be seated from the front seats back. (If 10 passengers are riding, the first 10 seats will be occupied.) The roof will not be used for storage for any purpose. Keep luggage on the floor if at all possible.
8. **No Towing:** 15 passenger vans are prohibited from towing a trailer.

## **PROCEDURE**

### **Drivers:**

1. **15 Passenger Van Driving Test Completion:** Drivers must complete a written test prior to the operation of a 15 passenger van.
2. **Visual Inspections Before Use:** Prior to use, drivers are responsible for making a visual inspection of the mirrors, tires and other safety equipment of the vehicle.
3. **Mapping Routes:** Drivers should take care to map routes when using 15 passenger vans to avoid limited access and other high speed highways whenever possible.
4. **Driver's Record:** Drivers of 15 passenger vans are expected to self-report suspensions or revocations of driving privileges by the Kansas Department of Transportation. The College will complete a national motor vehicle screen on each driver.
5. **Seat Belt Requirement:** Drivers of 15 passenger vans are expected to visually confirm that all passengers properly secured by a seat belt
6. **Unsafe Operating Conditions:** Drivers of 15 passenger vans should determine if an alternative mode of transportation exists when driving conditions are unsafe for a 15 passenger van to be used.

#### **Facilities Management:**

1. **Driving Test:** Facilities Management will conduct a written driving test and provide records of completion to Human Resources.
2. **Vehicle Rental:** Facilities Management, Admissions and the Athletic Department will be responsible for the rental of all 15 passenger vans. Poor planning by drivers may result in the inability to reserve a 15 passenger van.

**Policy Violations:** Failure to comply with these requirements may result in a driver or a department losing access to 15 passenger vans.