

3.195 McPherson College Animals on Campus including Service and Emotional

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

3.19 Americans with Disabilities (ADA) Reasonable Accommodation Policy

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

3.18 Sexual Misconduct Policy and Complaint Resolution Procedures

See ADM 150 – Sexual Misconduct Policy and Complaint Resolution Procedures

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.

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](#)

3.03 Mandatory Reporting of Child Abuse and Neglect Policy

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

3.04 Drug & Alcohol Free Workplace

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

3.05 Workplace Violence

See [ADM 210 – Workplace Violence](#)

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.

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.

3.08 Information Technology

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

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.

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.

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 employers 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 pathogen
- 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 exposure
- 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.

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.

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.

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.

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 Managem

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 Colleg 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.

3.17 Whistleblower

See [ADM 235 – Whistleblower](#)