

# CATAWBA COLLEGE

Last Updated: June 2014

## Employee Handbook

The information provided in this booklet is intended to be a summary of current procedures, policies, guidelines, and an overview or summary of our benefit plans. However, the College reserves the right to interpret, suspend, modify or terminate any policy or benefit at any time, with or without notice. No one other than the President of the College may alter or modify any of the policies in this handbook and any such alteration or modification of the policies in this handbook must be in writing. No statement by a supervisor, manager, or department head, should be considered a change in policy; nor will it constitute an agreement with an employee. The College reserves the right to make decisions which may be different from the policies expressed in this handbook.

This handbook and its contents do not constitute a contract of employment and are not intended to create any contractual rights, either expressed or implied between the College and its employees. The employment relationship is by mutual consent (employment-at-will) and may be terminated by the employee or by the College at any time and for any reason, or no reason at all. This handbook is not intended to alter the “employment-at-will” relationship in any way.

This handbook applies to all College Staff (except student workers and work-study students), including Officers of the College. Some parts of this handbook do not apply to any employee subject to the terms set forth in the Faculty Handbook.

This information is effective May 2013. If the policies and procedures outlined in this handbook are changed, modified, altered, or deleted, the Human Resources Office may issue new policies and procedures as supplementation to this handbook.

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## A MESSAGE FROM THE PRESIDENT OF THE COLLEGE

Dear Colleague,

Welcome to Catawba College and our family of dedicated employees. We hope that you will participate fully in all aspects of campus life. From athletics to performing arts to enjoying a walk down a path in our Ecological Preserve, there are countless ways to enjoy being a part of this campus community.

Our Mission Statement talks about how we provide students with “an education rich in personal attention” and that helps define us. We recognize that every member of the Catawba team is an educator and a role model – each one of us plays a different but integral role in our students’ success. The same is true for our colleagues. Like a family, we support each other, work hard together, and celebrate our individual and collective accomplishments.

Please read this handbook so that you will understand our expectations and your responsibilities as a member of this team and this community. If you have questions, please don’t hesitate to ask your supervisor or the Human Resources Officer. If you have suggestions, please share them – we welcome your perspective and ideas. Together, we can create and sustain excellence. We look forward to working with you.

Sincerely,  
Brien Lewis  
President

## TO ALL EMPLOYEES:

This handbook is an important document intended to serve as a guide to help employees become acquainted with Catawba College. This information has been prepared to acquaint you with policies and procedures, benefits, services and responsibilities that are part of your employment at Catawba College. This handbook applies to all College staff (except student employees and work-study students), including officers of the College, but does not apply to any faculty employee serving primarily in a faculty capacity and thus subject to the terms set forth in the *Faculty Handbook*. Individual circumstances may require the College to deviate from the policies and procedures contained in the handbook.

Since this handbook contains summaries and condensed versions of policies, work rules, and benefits, it is a good first reference. No handbook can answer all questions, nor would we want to restrict the normal question-and-answer interchange among us.

Please be aware that this handbook:

- Does not create a contract, expressed or implied;
- Is not all inclusive and is only a set of guidelines;
- Does not alter the “at-will” relationship between the College and its employees;
- Does not guarantee employment for any definite period of time;
- Applies to full-time and part-time staff (or non-faculty) employees;
- Supersedes and replaces any previous handbook or unwritten policies; and
- May only be altered or modified in writing by the President of the College.

Please become familiar with this handbook and refer to it when questions arise. If you need clarification or have questions concerning the College’s policies, please contact the Human Resources Office.

It is our hope that this handbook will show you the concern of the College and its interest in the welfare of everyone who works here. The success of the College depends largely upon the kind of people who work for it. When these people get along well together and have mutual respect for each other, the College succeeds. Catawba College is proud to have these kinds of people employed here.

Catawba College does not stand still. We are always seeking ways to improve the College, the working conditions, the equipment, and the wages and benefits. We will continue to make this progress with everyone working together.

We are happy to have you at Catawba College. We depend on you. Please do not hesitate to ask questions. We believe you will enjoy your work and your fellow employees here at the College. We also believe you will find it a good place to work.

**WE’RE GLAD TO HAVE YOU WITH US!**

# **WHO ARE WE?**

## THE MISSION OF THE COLLEGE

Catawba College was founded in Newton, North Carolina, in 1851 by the German Reformed Church. Today, the College is affiliated with the United Church of Christ. In 1925, the College moved to its present location in Salisbury. The College endeavors to attract students both nationally and internationally of good ability and character. A private, co-educational institution, Catawba College offers the Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Science, and Master of Education degrees to traditional and non-traditional students. The College also serves the public through educational outreach and volunteer service programs for the world community.

## THE MISSION STATEMENT

Catawba College is committed to providing students an education rich in personal attention that blends the knowledge and competencies of liberal studies with career preparation. Catawba College draws strength from Judeo-Christian values, sustains a dynamic community of learners and seeks to unite a diverse population of students, faculty and staff as active co-participants in scholarship and service. Catawba College prepares students to reach their highest potential while becoming responsible citizens with a zeal to enrich human life.

## CATAWBA COLLEGE'S COMMITMENT TO YOU

Experienced personnel are Catawba College's most valuable asset. Our policies and practices are designed to promote good employee relations. This can be done best if we promote the interests of our employees by selecting, training, developing, inspiring and retaining men and women who enjoy working for the College.

Some of the principles that we feel are important to all of our employees are:

- Select applicants for employment and base employment decisions (such as promotion and other employment conditions) on the basis of ability, determined by such job-related factors as previous work experience, honesty, character, dependability, intelligence, and adaptability without regard to race, color, religion, age, sex, national origin, disability, sexual orientation, or veteran status;
- Pay salaries that are commensurate with the job and its responsibilities and are also competitive with wages at similar higher education institutions and within our community;
- Provide ample fringe benefits for all employees, broadening them as is consistent with sound financial practices;
- Insure fair and impartial treatment of all employees by providing direct and alternate channels for opinions, suggestions, and complaints;
- Support and enforce a smoke free working environment;
- Support a drug- free work environment;
- Support and work toward a clean environment;
- Support the community and urge all employees to become active in community activities; and,
- Encourage professional development through job related education/training and financially support employees in that professional development.

**EMPLOYMENT**  
**INFORMATION**

## EMPLOYMENT AT-WILL

Employees are hired on an employment at-will basis. Therefore, employment with the College is not for any specific duration. Any employee's employment may be terminated at-will by the employee or by the College at any time and for any reason not prohibited by law or for no reason at all. No department head or other representative of the College other than the President has the authority to enter into any agreement to the contrary, and any statements or promises to the contrary should not be relied upon by any prospective or existing employee. Nothing in this handbook should be construed to provide anything other than "at-will" employment.

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Catawba College is an equal opportunity employer. As such, the College is committed to providing equal employment opportunities for all employees, students, applicants for student admissions, and applicants for employment regardless of race, color, religion, sex, age, national origin, disability, sexual orientation, or veteran status unless allowed by law and deemed necessary to the operation of the College. The College complies with all applicable federal, state and local laws governing non-discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, our recruiting, selection, hiring, rates of pay, benefits, promotion, training, transfer and separation practices. The College also adheres to this policy in its admission policies and in the way it administers all educational programs. Some exception to the policy above may apply to certain benefits or benefits programs that may not be made available for same sex domestic or civil union partners. Please refer directly to those policies or programs for eligibility requirements. Any employee involved in discriminatory practices in violation of this policy will be subject to discipline, up to and including termination.

Should you believe this policy has been violated you should contact the Human Resources Officer. If the Human Resources Officer is not available you should contact the Vice President of Finance.

## NON-DISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

Catawba College will comply with the Americans with Disabilities Act (ADA) and all other applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. The College will attempt to provide reasonable accommodation for such individuals in accordance with these laws.

It is the College's policy to:

- (1) Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment;
- (2) Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate files;
- (3) Provide reasonable accommodations to applicants and employees with disabilities, unless such an accommodation would create an undue hardship on the College; and
- (4) Notify individuals with disabilities that the College provides reasonable accommodation to qualified individuals with disabilities by conspicuously posting the Equal Employment Opportunity Commission's poster prohibiting discrimination against individuals with disabilities.

Qualified individuals with disabilities should make requests for reasonable accommodation to the Human Resources Officer. Upon receipt of the accommodation request, the Human Resources Officer will ascertain the precise limitations resulting from the disability, meeting with the individual if needed, and the potential accommodation the College might make to help overcome those limitations.

The Human Resources Officer and the appropriate management representatives, if applicable, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation; the availability of tax credits, tax deductions, and outside funding; the College's overall financial resources and organization; and the impact of the accommodation on the operation of the department and College.

The Human Resources Officer will notify the applicant/employee of the College's decision on the accommodation request as timely as feasible.

## BACKGROUND CHECK

Catawba College is committed to hiring and utilizing only the best, safest, and most qualified employees. The College's application process includes a background check for all new employees. The background check may include information it receives from third parties (such as former employers, consumer reporting agencies, outside/independent investigators) concerning him/her, including, but not limited to, information about his/her credit, character, general reputation, personal characteristics, or mode of living. Such information may include that which is obtained through personal interviews with his/her past employers, neighbors, friends, or associates. The College may use this information for the purpose of deciding whether or not to employ, promote, transfer, or take other employment action concerning him/her. Background checks are conducted on all employees who will be working with students and/or minors whether they are classified as full-time or part-time employees. Background checks are also conducted on unpaid volunteers in our College programs.

## PUBLIC RELATIONS

As an employee, you contribute significantly to the public image of the College. Your principal contacts are with students, parents, alumni, townspeople, and other visitors to the campus to whom you and your fellow employees are the immediate representatives of the College. Opinions about Catawba College are formed from your attitude and behavior. It is important that you treat the public and fellow employees courteously and thoughtfully. The same qualities that you appreciate in others will make you a valued employee. A friendly attitude, dependability, punctuality, and pleasant appearance should distinguish Catawba College employees.

## CATAWBA COLLEGE APPEARANCE STANDARDS

Employee appearance is important to the overall image of the College. Employees are expected to maintain a neat, clean, professional appearance (which includes proper hygiene) that is appropriate for the respective work areas. Employees may be warned or sent home to change if their appearance is inappropriate as determined by their supervisor. Such time away from work will be charged to one of the employees' benefit day categories.

When uniforms are provided by the College, they must be worn according to departmental policy.

## EMPLOYEE FILES

The Human Resources Office maintains personnel records. Employees are encouraged to advise this office immediately whenever there are changes in:

- Home address/telephone number
- Marital Status
- Number of Dependents
- Beneficiary of College-provided insurance

Incorrect information could cause problems concerning pay, benefits, or state and federal taxes.

Forms are available on the HR Page of the Catawba College website to change your address (Address Change Request Form) and to document educational training (Professional Development Summary Report).

Personnel files are the property of Catawba College, and the information in an employee's file is treated as confidential. An employee who wishes to view the contents of his/her file may do so. Employees wishing to view their file should contact the Human Resources Office to schedule an appointment.

The College is committed to protecting the privacy and confidentiality of employees' personnel files. An employee may review the material in his/her file, however the file may not be taken from the Human Resources Office. The Human Resources Office will provide verification of employment and employment reference to persons outside the College.

## EMPLOYEE RECORDS CONFIDENTIALITY PHILOSOPHY

The College philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. The College will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the College includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependent personal information, work history, and education level. All pre-employment inquiry information and reference checking records conducted on employees and former employees are maintained in locked areas and are not used by the College in the course of its business operations.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under College proprietary electronic transmission and intranet policies and security systems. Employees participating in College benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

College-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, College coding and recording systems, telephone directories, e-mail lists, college facility or location information and addresses, is considered to be proprietary College information to be used for internal purposes only. The College maintains the right to communicate and distribute such College information as it deems necessary to conduct business operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of his/her personal information, he/she should report the incident to the Human Resources Officer. The Human Resources Officer has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include such things as:

- Release of partial employee birthdates, i.e., day and month is not considered confidential.
- Personal telephone numbers or e-mail addresses may be distributed to departments to facilitate work schedules, communications and business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with the appropriate department heads/supervisors.
- Employee length of service information will be distributed periodically for the Length of Service award program.
- Employee and dependent information will be distributed in accordance with our open enrollment process (during May) for periodic benefit plan changes or benefit statement updates.

## ORIENTATION PERIOD

Most employees (staff employees only) will be subject to a 60-day orientation period. During this time, employees will receive information and instructions on the duties of their positions. Supervisors will review an employee's progress and performance during this period, and at the same time, new employees can review their own satisfaction. During the orientation period, supervisors will strive to provide the employee with performance reviews at intervals of two weeks, four weeks, and six weeks. If either the supervisor or the employee is not satisfied with these reviews, employment may be terminated. Employees remain employed at-will following the orientation period and the College is not obligated to provide any form of counseling or progressive discipline prior to dismissing an employee at any time.

## EMPLOYMENT CLASSIFICATIONS

### Full-time

An employee, who is scheduled to work 30 or more hours per week each week during the year, in a regular twelve (12) month position.

An employee who is scheduled to work for 30 or more hours per week for a minimum of nine (9) months of the year is also a full-time employee.

Full-time employees are entitled to participate in those benefit programs for which the relevant eligibility requirements are met.

A full-time employee can be paid on an hourly basis or can be salaried non-exempt (eligible for overtime) or salaried exempt (not eligible for overtime).

### Part-time

An employee who is scheduled for less than 30 hours per week is a part-time employee.

Part-time employees are not eligible to participate in any of the benefit plans with the exception of our (403b) retirement plan. Under the new Affordable Health Care Act, part-time employees working an average of 30 hours per week are eligible to participate in the Catawba College Group Health Care Plan.

Part-time employees may be paid on an hourly basis or they may be salaried non-exempt (eligible for overtime) or salaried exempt (not eligible for overtime).

### Temporary

An employee who is employed for a limited time (less than 9 months) or on an as needed basis is a temporary employee. An estimate of the length of employment is usually determined in advance and the temporary employment offer is made on that basis. The College may consider using a temporary employment agency to fill these positions. An employee in a temporary assignment is not eligible to participate in any of the benefit programs offered by the College.

Temporary employees may be paid on an hourly basis or they may be paid as a salary non-exempt employee (eligible for overtime) or a salary exempt employee (not eligible for overtime).

## EMPLOYMENT OF MINORS

North Carolina Child Labor Law requires minors, less than 18 years of age, to obtain an employment certificate from the county Director of Social Services prior to beginning work. The minor must submit the certificate to the Human Resources Office before beginning employment. The certificate must be retained in the minor's Human Resources file throughout the employment period. At the end of the minor's employment the certificate can be returned to the minor for his/her use in subsequent employment.

## EMPLOYMENT OF RELATIVES

No immediate family members shall be employed in a full-time or part-time position within the same administrative department or in any position in the College where one member occupies a position that has influence or authority over any aspect of the other's employment, including promotion, salary administration, discipline or other related managerial issues.

No members of an immediate family of the President of the College or those in his/her Cabinet shall be employed full-time or part-time in any area or department of the College.

In this policy, immediate family is defined as spouse, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson or granddaughter. Immediate family also includes step-, half-, and in-law relationships as well as any other person living in the same household.

## SECONDARY EMPLOYMENT

Secondary employment is defined as employment outside the College held by a regular full-time employee or a full-time employee. Secondary employment is permitted unless it impairs in any way an employee's ability to perform all of the expected duties and responsibilities of his/her position with the College, or if it directly or indirectly creates a conflict of interest. If an employee is uncertain about the acceptability of any current or anticipated secondary employment, the matter should be reviewed with the supervisor or department head.

College resources should not be used to support other employment activities unrelated to the College, and such use constitutes a conflict of interest. Examples include, but are not limited to, the use of College letterhead for personal communications; the use of copy machines, postage, telephone, secretarial services; and the use of any other materials purchased by the College for its use, for non-College purposes.

## HOURS OF WORK

Catawba College serves both students and the public. Thus, there are variations in work schedules within the College. Working hours must be scheduled to satisfy the needs of the department and to make certain that an adequate staff is available when needed. Work schedules depend upon the job to be performed. The supervisor will inform employees about normal schedule and subsequent changes which are required.

Full-time employees in administrative offices are normally scheduled to work 40 hours per week, Monday through Friday. However, occasional weekend work may be required. College offices are usually open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

## TRANSFERRING TO ANOTHER JOB

To promote career growth and growth of the College through employee talent, Catawba College uses an internal posting process.

The department with a hiring need will submit a Request for Personnel Form to the Human Resources Office. The Human Resources Officer is responsible for posting all regular position vacancies and advertising with various agencies, including newspapers and the Employment Security Commission.

The Human Resources Officer will send out a campus community email in regards to the open position.

Interested employees/applicants will contact the Human Resources Officer for employment consideration.

The Human Resources Officer will present the list of employee applicants/applications to the hiring supervisor.

The hiring supervisor will review the employee applicants/applications for the position and decide on those to be interviewed for the position.

The Human Resources Officer will notify the employees selected to be interviewed and those on the cut list through a private individual email as to the status of their application.

The hiring supervisor will schedule interviews with the employees selected. It is highly recommended that any discussion on the salary for the position take place during the applicant's interview.

After the interviews, if there is still a mutual interest on the part of the hiring supervisor and the current employee to continue the hiring process the following steps will take place. The employee's current supervisor will be contacted by the hiring supervisor. This supervisor to supervisor contact can only begin to take place after a 48 hour time period has elapsed from the employee's interview. This will allow either party to reconsider their decision. The employee, in good faith, should notify their current supervisor that a potential inter-departmental employment change may occur.

Once the hiring supervisor offers the position to a current employee and it is accepted by the current employee, the Human Resources Officer will assist and mediate with the employment transition.

Each position is posted as an email message to all staff and faculty members for five (5) working days to give current employees the opportunity to apply for first consideration. To be eligible for consideration, you must have been in your current job assignment for at least one (1) year.

After the five-day posting period, external applicants will be considered. If a current employee informs the Human Resources Officer of his/her interest in the open job after the five-day posting period has ended, he/she will be considered along with the external applicants.

If an offer is extended to, and accepted by the employee, the two supervisors, along with the employee will decide on a transfer date. The employee should report to the new position within two (2) weeks; however, extenuating circumstances may require a longer or shorter transition period.

When an employee transfers to another position, another orientation period (60 days) begins. The new supervisor will review the new employee's progress and performance during this period and, at the same time, the new employee can review his/her own satisfaction. If either the new employee or his/her supervisor is not satisfied with these reviews, the new employee's employment may be terminated. Depending upon the circumstances, he/she may be offered another position with the College; however, the College does not guarantee this option. The employee does not have the right to return to his/her previous position, unless that position is still available and the supervisor approves.

An employee must stay in this new position for one (1) year before he/she becomes eligible to request another opportunity to transfer into another position.

The College reserves the right to transfer an employee into another position, when such action becomes necessary, even if the employee has not been in his/her current position for one (1) year.

## ATTENDANCE POLICY

All employees are expected to be at work and ready to start work at the beginning of their workday. If you are tardy, or if you are absent frequently or unnecessarily, you place unfair burdens on your fellow employees. Such behavior also results in extra expense and disrupts work schedules. Therefore, Catawba College has established these attendance guidelines;

- (1) It is your responsibility to get approval from your supervisor, in advance, when you know you will be absent from work.
- (2) In the case of unexpected absences, you should notify your supervisor within two (2) hours of your regularly scheduled starting time. If your supervisor cannot be reached, you should leave a message with a member of the department. Be sure that you know with whom you leave such a message.
- (3) Absenteeism and tardiness will result in disciplinary action that may include termination of employment.

This attendance policy is administered in compliance with various laws and regulations which may apply to individual situations, including but not limited to, the Americans With Disabilities Act (ADA) and the Family Medical Leave Act (FMLA).

## TERMINATION POLICIES

### Resignation

Proper notice for resignation includes a minimum of two weeks (10 days) for employees in hourly positions and one month (30 days) for employees in salaried positions. Upon resignation, the employee will be entitled to benefit days based on the formula set forth in the Vacation Policy.

### Discharge(Termination)

The College reserves the right to release any employee from employment. The “employment at-will” doctrine applies both to the College and to the employee. Should this occur, information about benefits is available from the Human Resources Office. Upon termination, the employee will be entitled to benefit days based on the formula set forth in the Vacation Policy.

### Retirement

The College does not have a mandatory retirement age. When an employee retires, he/she will have participated in the Social Security Program. The employee and the College share the contributions toward this program equally. The Social Security Administration establishes the amount of contribution and the benefits received on retirement. The Human Resources Officer can provide information about any continuation of benefits the employee will receive from the College.

For employees hired by the College prior to May 31, 1994, an early retirement plan is available. The purpose of this plan is to provide financial support to employees

who wish to retire between the ages of 62 and 65. The early retirement plan will not be available to persons entering into service with the College on or after May 31, 1994.

## PAY POLICIES

Rates of pay are established at the time of employment based on job-related qualifications and the pay range for the position as determined by the College.

Salaried employees are paid on the last working day of each month. Direct deposit in the local bank of the employee's choice is available. Details of the procedure are explained at the time of employment.

The College may provide a letter of employment to some staff members.

Bi-weekly paid employees receive a check every two weeks on the Friday following the end of the pay period that ended the preceding Saturday. For example, if the pay period ends on a Saturday, the 14<sup>th</sup>, the check is issued on Friday, the 20<sup>th</sup>. Direct deposit in the local bank of the employee's choice is available.

Catawba College is required by law to deduct federal and state income taxes and the employee's portion of the Social Security Tax. Each January, the College provides W-2 Forms to show total earnings for the previous year and the amount withheld for taxes. Beginning in 2012 the amount of premiums paid by the employee and by the College for group health care is also shown on the W2.

## PAY ADVANCES

Catawba College recognizes that employees may face financial hardships on a limited sporadic basis. The College wants to be able to help its employees. However, while helping its employees, the College does not want to encourage employees to always turn to the College. Each employee should have his/her own personal emergency/contingency plan for financial situations that arise.

However, if an employee believes that a pay advance is necessary, he or she must contact the Vice President for Finance to request a pay advance. If a pay advance is granted, the following rules apply:

- (1) The maximum salary advance is 50% of monthly earnings;
- (2) The maximum repayment period is 3 months;
- (3) All repayments must be made by a payroll deduction from the succeeding payrolls;
- (4) The employee will be required to sign a written authorization permitting the College to make payroll deductions for the repayment of the pay advance, and obligating the employee to repay all sums even if employment ends before the sum has been repaid;
- (5) Before subsequent salary advances are considered, all previous advances must be repaid completely; and
- (6) Only one salary advance per year will be allowed.

## OVERTIME PAY POLICIES

Employees who are not required to be paid overtime in accordance with applicable federal and state wage and hour laws for work performed beyond 40 hours in a workweek are classified as exempt salaried employees. Such employees are normally paid on a monthly basis.

Non-exempt salaried and hourly paid employees are required to be paid overtime at the rate of time and one half their regular hourly rate of pay for all hours worked in excess of 40 hours in a work week in accordance with applicable federal and state wage and hour laws. Such employees are paid on a monthly basis or a bi-weekly basis for the hours worked.

Overtime work is not required in normal situations. Any overtime worked must have prior supervisory approval. If a supervisor finds it necessary to require an employee to work in excess of 40 hours in any work week, the time must be considered overtime. Every effort should be made, before the end of the current pay period, to take the time off (1.5 hours off for each hour of overtime worked) in order to avoid overtime payment. In the event this is not possible, the employee must be paid overtime for all hours worked over 40 in the workweek. It is the employee's responsibility to accurately report all hours worked.

Overtime is defined as the actual time worked which exceeds 40 hours during the standard College work week. The work week for hourly employees begins on Sunday at 12:01a.m. and ends on the following Saturday at 12:00 midnight. The work week for non-exempt and exempt salaried employees begins on Sunday at 12:01a.m. and ends the following Saturday at 12:00 midnight. Vacation, sick leave, personal days, and holidays are not considered actual hours worked and should not be counted towards the accumulation of 40 hours worked. For example, if Monday of the workweek is a paid holiday and the employee works eight hours each day, Tuesday through Friday, he/she has only worked 32 actual hours. Therefore, if the employee has to work on Saturday, he/she would not be compensated at the overtime rate.

## COMP TIME

North Carolina compensation time laws state that a private sector employer CANNOT give comp time to its salaried employees in lieu of paying time and one-half overtime pay based on the employee's regular rate of pay. In accordance with this law, Catawba College, being a private employer, WILL NOT recognize compensatory time off (comp time) in lieu of payment of overtime earnings unless the time can be taken off in the same pay period as it is earned. The employee must be allowed to take 1.5 hours off for every hour of comp time. If the comp time cannot be taken off during the same pay period, then overtime must be paid to the employee.

Whether the employee and supervisor agree to it or not, compensatory time is prohibited in North Carolina.

## CALL BACK PAY

Staff members (primarily housekeeping and/or maintenance) may be called back to work for emergency reasons at times other than their regular work hours. Whenever hourly paid or salaried non-exempt employees are called back for emergency reasons they will be guaranteed a minimum of two hours pay at their regular straight time hourly rate. Should the emergency require that the employee work longer than two hours, the employee should be paid for the number of hours actually worked. Should additional emergencies arise while the employee is on campus for emergency reasons, all emergencies will be considered as one call- back in determining the minimum amount to be paid. If the employee chooses and if the employee's supervisor approves, the employee may elect to take the emergency pay as time off as long as it is taken during the same week in which the emergency pay is earned. Such emergency call back should not be confused with work scheduled in advance for normal non-duty hours or days.

# **BENEFITS**

This section contains a summary listing of our current benefit plans. This is a general description of the benefits. For complete information, consult the plan document and summary plan description in question. Booklets and brochures providing details about these plans are provided at the time of employment and are available upon request from the Human Resources Office. Most of these benefits are available to both staff employees and faculty.

Please remember that our benefit plans may change from time to time, or may even be terminated. You should contact the Human Resources Office anytime you have a specific question about the current details of any of our benefit plans.

To many of our employees, benefits are as important as their pay. In providing these benefits, the College hopes to allow each employee leisure time, security and protection for themselves and their family.

While the College does not provide health insurance coverage to same-sex marriage partners or domestic partners other benefits may be applicable to those relationships as noted in the following information regarding benefits.

## MEDICAL PLAN

This is a comprehensive plan for medical expenses, available to full-time employees (staff and faculty) at the time of employment. Employees pay a premium for their own coverage, based upon their annual salary. The College also pays a portion of the medical premium for each employee. Dependent coverage is available to the staff member at a cost, and the payment for such premiums is deducted from the employee's paycheck on a pre-tax basis. Unless otherwise specifically permitted by law, changes in the medical plan coverage must be made during the month of May (our open enrollment month) each year with an effective date of June 1<sup>st</sup> of the same year.

## FLEXIBLE SPENDING ACCOUNT

Employees can designate pre-tax dollars to pay for reimbursement of:

- (1) Certain health care expenses not covered by the medical insurance plan (e.g., reimburse out-of-pocket medical, dental or vision care expenses NOT otherwise reimbursed by the insurance plan), and may include expenses for all dependents, even if they are not covered under your health insurance plan; and
- (2) Child care expenses for children under the age of 13, if incurred so that both parents can work, seek work, or attend school.

This program is available to all full-time employees (staff and faculty) at the time of employment, and during May of each year (our open enrollment) with an effective date of June 1<sup>st</sup> of each year.

## VOLUNTARY DENTAL INSURANCE PLAN

Dental insurance is provided through an independent insurance company. This program is available to all full-time employees (staff and faculty) at the time of employment, and during May of each year (our open enrollment) with an effective date of June 1<sup>st</sup> of the same year. Waiting periods may apply for some dental services. The College does not pay the premiums for dental benefits. If an employee elects this benefit, the premium will be deducted from the employee's paycheck on a pre-tax basis.

## VOLUNTARY EYE CARE INSURANCE PLAN

A voluntary eye care plan is offered through an independent insurance company. This program provides a benefit for the cost of eye exams and eyewear purchased during the fiscal year (June – May). This program is available to all full-time employees (staff and faculty) at the time of employment. Unless there is a change in family status, changes in the eye care plan coverage must be made during the month of May (our open enrollment) each year with an effective date of June 1<sup>st</sup> of the same year. The College does not pay the premiums for eye care benefits. If an employee elects this benefit, the premium will be deducted from the employee's paycheck on a pre-tax basis.

## OTHER VOLUNTARY INSURANCE PLANS

An independent insurance company offers some additional individual insurance plans to our employees. Currently, the company offers dental insurance, additional life insurance, short-term disability, cancer insurance, accident insurance and critical care insurance. If an employee elects to participate in one or more of these plans, all of the premiums are deducted from the employee's paycheck. All of these plan premiums, except life insurance, are payroll deducted on a pre-tax basis. These programs are available to all full-time employees (staff and faculty).

## VOLUNTARY GROUP TERM LIFE INSURANCE

An independent insurance company offers all full-time employees (staff and faculty) the opportunity to purchase voluntary group term life insurance. The employee is also eligible for accidental death and dismemberment insurance. Group term life is also available for your spouse and your children. The premiums are paid by the employee via payroll deduction and the life insurance is portable (you can take it with you if you leave Catawba College).

## LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This life insurance plan provides basic coverage equal to one (1) times the annual salary, rounded up to the next thousand. Accidental death and dismemberment insurance is also provided at one (1) times the annual salary, rounded up to the next thousand. Coverage under both of these insurance plans is available to all full-time employees (staff and faculty) at the time of employment and is offered at no cost to the employee.

## SHORT- TERM DISABILITY INSURANCE

The College's short-term disability plan is available to all full-time employees (staff and faculty) at the time of employment and becomes effective on the 31<sup>st</sup> calendar day after the beginning of employment. This benefit is provided to the employee at no cost. The benefit provides a \$100 weekly benefit amount to an employee who has been absent from work for 31 days due to a non- work- related injury or sickness. The benefit period for short-term disability insurance is up to 22 weeks. After all of the accrued benefit days have been used, the College will pay the difference between the \$100 per week benefit and 60% of the employee's pre-disability rate of pay (for up to the maximum 22 week period) in any week that the disability carrier pays the short-term disability benefit.

An employee placed on Family Medical Leave Act leave of absence will use up all of their accumulated benefit days at the beginning of the FMLA leave. If the employee has enough benefit days accumulated then the FMLA leave will be paid. However, should the employee use all of the accumulated benefit days prior to being able to return to work, then the FMLA leave will become an unpaid leave of absence. If the paid leave of absence has been longer than the 30-day benefit qualifying period under our short-term disability insurance plan then any approved short-term disability benefits will begin immediately after the other paid leave ends. The duration of the short-term disability benefits will be reduced by the number of paid days that exceed the 30-day benefit waiting period. As an example, if the employee had accumulated 40 benefit days, then the first 40 days of the 12 week obligation under the FMLA would be paid. If the employee cannot return to work at that time due to the disability continuing then the normal duration of short-term disability benefits (22 weeks) will be reduced by 10 days (40 paid days – 30 days qualifying period).

If the paid portion of the Family Medical Leave Act leave is less than the 30-day benefit qualifying period then the short-term disability benefits will begin on the 31<sup>st</sup> day from the commencement of the disability.

The short-term disability leave of absence and the College's obligation under the Family Medical Leave Act of 1993 will run concurrently until the end of the 12 week leave of absence period required by the FMLA. During the 12 week period the accumulation of benefit days (vacation, personal, floating holidays, and sick days) will stop. Accumulation of benefit days will start again once the employee returns to work.

Applicable premiums (health insurance, dental insurance, flex spending account, etc.) will be deducted from the short-term disability benefit earnings paid by the College during the short-term disability period. The employee's coverage under the College's group plan will continue during the short-term disability period provided the employee continues to pay the applicable premiums.

## LONG-TERM DISABILITY INSURANCE

The College's long-term disability insurance coverage is available to all full-time employees (staff and faculty) at the time of employment and becomes effective on the 31<sup>st</sup> calendar day after the beginning of employment. This coverage is offered at no cost to the employee. The plan provides, after 180 days of continuous disability, a monthly income benefit equal to 60% of an employee's base salary with a minimum of \$100 and a maximum of \$5000 per month.

The long-term disability benefits become available on the 181<sup>st</sup> day regardless of whether the period of disability has been paid or unpaid or a combination thereof.

Once an employee is placed on a long-term disability leave of absence he/she remains eligible for continued coverage under the College's health care plan for up to one (1) year from the original date of disability. On the one (1) year anniversary of the disability leave, the employee will be terminated from all benefit plans. The employee will be eligible for continued medical and dental coverage under COBRA. The Human Resources Officer will explain the continuation of coverage options with the employee at the time of the termination. The employee will have to accept coverage under COBRA, and pay the applicable premiums for coverage to continue under the College's group medical and/or dental plan.

## RETIREMENT

The College's retirement benefit is administered by Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF). All employees hired prior to 9/1/94 were eligible to participate after one year of employment. All employees hired on or after 9/1/94 are eligible to participate upon their two-year anniversary. Employees hired after 1/1/2009 are eligible to participate upon employment. As of 1/1/2009, part-time employees working 20-hours or more a week are eligible to participate in our retirement plan.

As of 1/1/2009, **employees must contribute to the plan in order to receive the College contribution.** The College contribution is based on length of service. The College contribution will be up to 5% from the date of employment up to 10 years of service. The College contribution will be up to 7.5% after 10 years of service. The College contribution will match the employee contribution up to these limits. Employees hired prior to 1/1/2009 are fully vested in the retirement plan. Those hired on 1/1/2009 and after will have a 3-year cliff vesting period (no vesting at all until 3 years then 100%). The participating employee is always 100% vested in funds they have contributed to their retirement plan.

The College's Supplemental Retirement Account (SRA) is also administered by TIAA/CREF. All full-time employees (staff and faculty) are eligible to make contributions as a salary reduction through payroll deduction on a pre-tax basis. The College does not contribute any funds at all to an SRA established by the employee. This

option allows the new employee to add additional contributions to his/her retirement plan upon employment.

## VACATION

Full-time staff employees (those who have a letter of employment from June 1<sup>st</sup> to May 31<sup>st</sup>—faculty not eligible) are entitled to vacation according to their length of service with the College. The schedule is as follows:

- 1 week after 6 months of service;
- 2 weeks after 1 year of service; and,
- 3 weeks after 5 years of service.

Vacation accrual and use is based upon our fiscal year of June 1<sup>st</sup> to May 31<sup>st</sup>. The appropriate amount of vacation time for which each employee is eligible to earn during the coming year is awarded to each employee on June 1<sup>st</sup> of each year.

Length of service for vacation benefits begins the first month of employment for employees whose date of employment is before the fifteenth of the month. For those who start on, or after, the fifteenth of the month, their length of service for vacation benefits begins on the first day of the following month. Employees working less than a twelve-month contract year shall not be eligible for vacation. Vacations are deemed to be currently earned and are not to accumulate beyond a year. Employees will be able to carry over unused vacation days up a maximum of 5 days (40 hours) into the next year. However, vacation days carried over into the next year must be used first or they will be lost at the end of the next fiscal year.

As an example, if you are eligible for 15 days of vacation during the fiscal year and you only take 10 days of vacation, then you can carry over the 5 unused vacation days into the next year. Those 5 days must be used during that year or they will be forfeited. All days in excess of the amount allowed to be carried over can be assigned to your sick day pool by submitting a letter of request to the Human Resources Office. An employee's sick day pool is limited to 130 days as noted in the Sick Day Policy. If the employee has 130 sick days in their pool then the days in excess of what can be carried over are lost. The College will not compensate any employee for vacation days/hours lost in this manner.

When an employee resigns his/her employment or is discharged by the College, the vacation benefit for which he/she is eligible will be calculated using the formula set forth below.

The following method will be used to calculate the number of eligible benefit days when an employee leaves the College.

Our fiscal year is June 1<sup>st</sup> to May 31<sup>st</sup>. The amount of vacation is dependent upon length of service. Vacation is accrued at 1/12<sup>th</sup> of the eligible vacation benefit per month. Personal days (4 per year) are also based on our fiscal year. When an employee leaves the College he/she will be entitled to 1/12<sup>th</sup> of those benefit days for each month they are employed after June 1<sup>st</sup> of each fiscal year less any days already used

Example:

Employee leaves the College on September 30<sup>th</sup>. He/she has worked 4 months into the current fiscal year. If we assume that the employee is eligible for 2 weeks of vacation, then:

Vacation	10 days
Personal	4 days
TOTAL	14 days

14 days divided 12 months = 1.17 day per month  
 1.17 days per month X 4 months worked = 4.68 days earned

Now, assume he/she has already taken 3 days of vacation, then he/she would be eligible for 1.68 days of pay beyond their last day at work.

If the employee has already taken more benefit days off work than what has been earned, then the College may reduce their final paycheck by the appropriate amount for those days previously advanced and taken in excess of what has been earned.

Although the Christmas break days are paid (see policy below) they are not part of this calculation.

Should a normal College holiday, such as Independence Day, fall during an employee's vacation, the holiday will not be counted as a vacation day.

If an employee needs time away from work in excess of earned vacation time, he/she may request leave without pay. If the workload of the department permits and a mutually agreeable time can be arranged with the supervisor, such leave may be granted with the approval of the appropriate Vice President and the President of the College.

### CHRISTMAS BREAK

In addition to this vacation schedule as outlined above, the College will close for a two (2) week period during the Christmas/New Year's holiday period. Three of these days (2 days at Christmas and New Year's Day) will be designated as paid holidays. Full-time staff employees (non- faculty employees) will receive pay for the other seven (7) days during this break but those days are not considered as paid holidays.

The President's Office will officially announce the dates of the Christmas break each year.

### PERSONAL DAYS

After the 60-day orientation period, employees (staff employees only) will be awarded four (4) personal days per fiscal year, June 1<sup>st</sup> through May 31<sup>st</sup>. All four (4) personal days are awarded at the beginning of each fiscal year and may be used at the employee's discretion with supervisor approval for such reasons as personal or family business. This time cannot be carried over from year to year. Employees may not use personal days in less than one-half day increments. When an employee leaves the College the four personal days are counted in the benefit day formula set forth in the vacation section above.

## PAID HOLIDAYS

All full-time employees (eligible for benefits) of the College observe the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday and Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Two days at Christmas (to include Christmas Day)

Information about holidays is provided each year in the late spring by the President's Office.

When a holiday falls on Saturday or Sunday, it is generally observed on the nearest working day (Friday or Monday).

The nature of the employee's position or the College calendar may require work on some holidays. In such cases, a salaried exempt employee will receive another day off at a time suitable to the employee and the supervisor.

Salaried non-exempt and hourly paid employees who must work on a College holiday will be paid time and one half (based on their hourly rate of pay) for all hours worked on the holiday. In addition, the employee will be allowed to take the holiday off with pay within 30 days.

There will not be any compensation given at the end of employment for future paid holidays.

## SICK DAYS

The College provides full-time employees (staff employees only) with sick days. Sick days should be used for circumstances due to actual sickness of the employee, the employee's spouse, same-sex partner, child(ren) or parent(s). Sick days are earned at the rate of one day per month (12 days per year) and are cumulative to one hundred thirty (130) days. The cumulative feature is not viewed as a means to increase vacation or to increase salaries.

Accrual of sick days begins the first month of employment for employees whose date of employment is before the fifteenth of the month. For those who start on or after the fifteenth of the month, accrual begins on the first day of the following month.

If an employee is ill and has not accrued enough sick days to cover the absence, any uncovered time will be charged to unused vacation, personal days, or as leave of absence without pay.

If an employee uses all of his/her eligible benefit days during a period of sickness, he/she becomes eligible for benefits available under our short-term disability insurance plan, as described in the short term disability information found earlier in this handbook.

In the event of termination of employment for whatever reason, the College will not compensate any employee for accumulated sick days.

In a situation where an employee is diagnosed with a life threatening illness and has no paid benefit days to use, the President's Cabinet can give the Human Resources Officer approval to ask the members of the College community to donate some of their unused benefit days to their fellow employee. This will allow the employee with the illness to continue to receive their full pay while receiving treatment for their illness.

## JURY DUTY PAY

Jury duty service is a civic duty, and the College expects employees to serve when called. The College will continue an employee's normal pay while the employee fulfills the jury service commitment. Since the College continues the employee's pay, the employee must provide documentation showing that he/she has been called for jury duty to the College. The documentation should be given to the Human Resources Officer.

## BEREAVEMENT PAY

The College provides paid bereavement leave in the event of the death of an immediate family member. For purposes of this policy, the immediate family is defined as: spouse, same-sex partner, children (including adopted children), parents, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law, as well as step-, and half- relationships.

The College will pay up to three (3) scheduled workdays of bereavement pay, by paying the employee's current salary or hourly rate for the three days. Documentation (obituary, bulletin from the funeral service, etc.) may be requested to verify payment of bereavement pay.

It is generally accepted that the three days will be the day before the funeral, the day of the funeral, and the day after the funeral. No pay will be allowed for any of these days falling on a regularly scheduled off day, during vacation, or on a paid holiday. Bereavement days paid will not constitute hours worked with regard to calculating overtime pay.

Requests for additional bereavement leave due to the death of a spouse, child, or parent will usually be granted within reason. If granted, additional time should be counted against vacation, sick days, personal days, or as a leave of absence without pay.

## TUITION ASSISTANCE BENEFITS

### ***Tuition Waiver Benefits (available to full-time Staff and Faculty)***

In order to be considered for Tuition Remission, an applicant must first be admitted to the College. You are encouraged to apply as early as possible.

The value of the Tuition Remission benefit is net of all other grants, scholarships, and gift aid. This means that all other forms of gift aid (such as, but not limited to North Carolina Need Based Scholarship or Federal Pell Grant) are first applied to tuition, and the remaining tuition balance will be covered by the Tuition Remission Scholarship for which the employee is eligible.

Tuition	\$27,000
NC Need Based Scholarship	\$ 5,000
Federal Pell Grant	<u>\$ 1,200</u>
Amount of Tuition Remission Scholarship	\$20,800

Applicants must complete the Free Application for Federal Student Aid (FAFSA). Any outside scholarships can be applied to expenses such as books, room and board, fees, etc. The employee and eligible dependents pay for all books required for course work and any special fees associated with a major field of study. Room and board are not covered.

Full-time employees, their spouses, and their dependent children may receive a waiver of tuition for fall, J-term, spring, and summer terms until a Bachelor's Degree is earned at Catawba College or at another institution of higher education. Once the Bachelor's Degree has been earned an employee of the College will be eligible, using Tuition Remission benefits to "audit" classes for professional development purposes. Tuition Remission benefits are also available for employees (not dependents) who wish to take Graduate level courses at Catawba College.

Full time employees will be eligible for tuition waiver at Catawba College upon employment. A full-time Staff employee will be eligible for tuition waiver for their spouse and/or child(ren) once they have completed one (1) year of continuous service with the College. A full-time Faculty employee will be eligible for tuition waiver for their spouse and/or child(ren) upon employment. The Tuition Waiver benefit is available to "traditional" students as well as students enrolled in our School of Evening and Graduate Studies.

Effective August 1, 2013, all new students, whether the student is the employee, the employee's spouse, or the employee's dependent child, must maintain a cumulative GPA of at least a 2.0, for the Tuition Remission to continue. Should the student's GPA fall below 2.0, the student will be given a "probationary semester" covered by the benefit to improve their GPA to at least a 2.0. If the student fails to bring the cumulative GPA up to at least a 2.0 by the end of the probationary semester, then the student will not be eligible for the Tuition Remission benefit to continue. The student can continue to take classes, if they wish to do so, by paying the current enrollment rate per hour that applies to classes being taught in the School of Evening and Graduate Studies. When the student successfully reaches a cumulative GPA of 2.0, they would become eligible again for the Tuition Remission benefit.

The employee must be employed by the College during any time period where the tuition waiver is being used, by the employee or by a dependent of the employee, except as noted below.

In the event of death or total permanent disability occurring after 30 days of full-time employment with the College, the College will provide a waiver of tuition for each child of that employee who wishes to enroll in the Catawba College undergraduate program and who meets admission requirements. This benefit is available until the child reaches age 24.

In the event of the retirement of a full-time employee who has been working for Catawba College for 15 years or more and who retired at age 62 or later, the College will provide a waiver of tuition for each child of that employee who wishes to enroll in the undergraduate program and who meets admission requirements. This benefit would be available until the child reaches age 24.

The Tuition Remission program is administered by the Vice President of Enrollment Management. Tuition Remission forms are available in the Human Resources Office.

### ***Professional Development***

Members of the College staff are encouraged to pursue appropriate Catawba College courses without tuition cost or registration fee. Pursuit of studies should not exceed one course per semester during working hours. Each employee having an interest in taking course work should work out the arrangements with his/her supervisor. When courses are taken during working hours, the missed work hours must be made up. Additional hours may be pursued in the School of Evening and Graduate Studies.

In addition, the College will pay for full-time employees (Staff and Faculty) who pursue position-related courses or classes after hours at other institutions, provided such courses are not offered by Catawba College and the funds are available. This participation must be approved by the employee's supervisor and the Vice President to whom that supervisor reports. The course or degree program must be directly related to the essential functions of the employee's department or position at Catawba College. The position-related courses or classes can be part of a certification program or undergraduate or graduate level classes.

### ***Other Institutions***

Information regarding institutions which participate in the Tuition Exchange program with Catawba College is available from the office of the Vice President for Enrollment Management. The institutions that participate in the Tuition Exchange Program with Catawba College are private colleges and universities.

For dependent children of full-time employees who attend college elsewhere, at an institution that participates in the Tuition Exchange Program, there will be a cash contribution toward tuition up to ½ of the current tuition rate at Catawba College. Those who attend elsewhere are expected to exhaust all other sources of financial aid with the institution to be attended first. The waiver applies until a degree is earned by the dependent child(ren). The cash payment elsewhere cannot be made beyond eight

semesters in a combination of attendance at Catawba College or elsewhere. This benefit would be available until such time the child reaches age 24. Effective August 1, 2013, the student must maintain a cumulative GPA of at least 2.0 at the participating institution to continue to be eligible for the Tuition Exchange Program.

This cash award is available for undergraduate study only. A child already holding an undergraduate degree (baccalaureate or equivalent) is not eligible for this benefit.

**\*Definition of Eligible Dependent Child(ren)**

This program provides assistance for natural born, legally adopted, or qualified stepchildren who also meet the Internal Revenue Service eligibility criteria and are under the age of 24. The requirement of dependency is deemed to be satisfied if the **child is claimed as a dependent on the employee's federal income tax return for the tax year in which the concession is granted.**

**\*School of Evening and Graduate Studies Program**

Tuition remission is granted for spouses and dependent children to participate in our School of Evening and Graduate Studies Program. The age restriction (under the age of 24) is waived.

## LEAVE OF ABSENCE POLICY

Employees (staff and faculty) of Catawba College are eligible for a leave of absence after completing the 60-day orientation period. The College may grant leaves of absence for reasons of personal illness, the need to care for an immediate family member as defined in this policy, or other personal emergencies if business needs permit.

Leave of absences are unpaid unless specific accrued paid leave is applicable and such leave must be exhausted before an unpaid leave is granted. Request for a leave of absence should be submitted to your supervisor and/or department manager, in writing, at least thirty (30) days in advance of the beginning of the leave. This written request should include when the leave is to begin and when it will end. In case of the need for an unforeseen leave of absence, the employee must contact his/her supervisor as soon as possible.

For leaves exceeding twelve (12) weeks, the College does not guarantee reinstatement to employment.

The College will not approve a leave of absence beyond one year from the beginning of the leave of absence. Employees who do not return from any leave totaling one year will likely be subject to termination of employment. The College will investigate each situation to determine if additional leave due to disability can be reasonably accommodated.

Employees need to check with the Human Resources Office to review details of coverage under the current benefit plans during the leave of absence.

## FAMILY and MEDICAL LEAVE ACT (FMLA) POLICY

In accordance with provisions of the Family and Medical Leave Act of 1993, a leave of absence for a period of up to 12 weeks during the year may be granted to employees who have worked at least 12 months and have 1,250 hours of service during the prior 12 months. The 12 months of service does not have to be continuous service. At Catawba College, the "FMLA Year" shall be a rolling 12-month period measured from the first date on which the employee uses any FMLA leave.

Family Medical Leave Act leave is granted for the following reasons:

- (1) For incapacity due to pregnancy, prenatal care or child birth;
- (2) To care for the employee's child after birth or placement of a child with the employee for adoption or foster care and the decision to provide care for that child;
- (3) To care for the employee's spouse, son, daughter, or parent who has a serious health condition;
- (4) Because of a serious health condition that makes the employee unable to perform the essential functions of his/her job.
- (5) Because of a qualifying military exigency; or
- (6) Because you are the caregiver for an injured covered military member.

**NOTE:** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a medical facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employees' job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

In cases of serious health conditions, an employee may take intermittent rather than continuous leave (i.e., take a few days or hours at a time on a regular or occasional basis). Such requests must be supported by medical certification, and the College reserves the right to transfer the employee to a position that is compatible with his or her leave schedule and limits interruption or disruption to College operations.

**Advance Notice Required**

In any case where the necessity for FMLA leave is foreseeable, the employee must provide no less than 30 days' notice before the leave starts of his or her need to take FMLA leave. If such notice is not possible, notice must be given as soon as practical, ordinarily within one or two business days from when the need for leave becomes known. In the absence of appropriate notice, FMLA leave may be denied until at least 30 days after notice is actually given.

If leave is requested for a planned medical treatment or operation, the employee should make a reasonable effort to schedule the treatment so that it is not unduly disruptive to College operations. Such scheduling is subject to the approval of the employee's health care provider or the health care provider of the son, daughter, spouse, parent, or the caretaker employee.

**Medical Certification Required**

Employees requesting leave for a serious health condition must promptly (within 15 days) provide a written medical certification on the form (or including all information requested on the form) provided by the College. Medical certification forms shall be available from the Human Resources Office and will be provided to the employee when FMLA leave is requested. The College reserves the right to require the opinion of a second (and, if appropriate, third) health care provider as to the necessity of FMLA leave.

**Re-certification by Health Care Provider**

If an employee is on FMLA leave due to pregnancy (not leave to care for a healthy infant) or due to the employee's chronic or long-term medical condition or that of the employee's relative, the College reserves the right to require that employee to provide re-certification by a health care provider on the continued existence of the relevant serious health condition. Re-certification may be required every 30 days, in the event of

a significant change in the underlying medical condition, or if the College receives information that casts doubts on the stated reasons for the absence.

### **Fitness-for-Duty Certification**

An employee returning from FMLA leave due to a serious health condition of his/her own must provide a statement from the employee's health care provider releasing him or her to return to work.

### **Substitution of Paid Leave**

FMLA leave is unpaid except to the extent the employee has unused paid leave. Employees who take FMLA leave will be required to substitute and exhaust available accrued leave (e.g., unused paid benefit days) as part of the 12-week period of leave. In other words, the accrued paid leave and the FMLA shall run concurrently, and the employee will receive a maximum 12-week total leave period during any 12-month period.

### **Health Benefits**

During FMLA leave, the employee's coverage under the group health insurance plan will continue as if the employee is actively employed. If agreed to in advance by the College and the employee, any employee-paid portion of health insurance premiums will be paid by the College during the period of FMLA leave. Once the employee returns to work, he or she will be responsible for reimbursing the College for the employee-paid portion of the health insurance premiums. These payments shall be made on a schedule determined at or near the time FMLA leave begins. Otherwise, employees who wish to maintain such benefits must arrange to make payment of their portion of the premium on or before the date on which such amount would otherwise have been deducted from their paycheck. If an employee fails to return to work from an FMLA leave due to circumstances other than those beyond the employee's control, the College is entitled to immediate reimbursement of the entire amount of the health premiums which the College has paid to the extent permitted by law.

### **Accrual of Benefits**

Accumulation of all paid benefit days (i.e. vacation, sick days, and personal days) will stop at the beginning of the 12-week approved FMLA leave. The accumulation of these benefit days will not start again until the employee returns to work.

### **Reinstatement**

Unless the College determines that the employee is a "key employee" (as that term is defined by the FMLA) whose reinstatement will result in grievous economic injury to the College, an employee on FMLA leave shall be reinstated to the same or equivalent position if and when he or she returns from FMLA leave. The employee will be subject to any changes in benefit levels that took place during the period of FMLA leave and that affected the entire workforce, as well as any unconditioned pay increases or bonuses the employee would have received if he or she had not taken FMLA leave.

Reinstatement to the same position will not be guaranteed for any leave of absence that goes beyond the 12-week FMLA entitlement.

### **Military Leave of Absence**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member 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 on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who leave employment positions to undertake military service. The College complies with USERRA and posts information about USERRA on campus.

If a regular full-time employee of Catawba College is inducted into the United States Armed Forces, he/she will be expected to show such orders to his/her supervisor as soon as they are received. Generally under law, the employee will be eligible for reemployment after completing his/her military service, provided:

- The employee successfully completes his/her military service after no more than five years, unless he/she is involuntarily retained.
- The employee must enter the military service directly from the College (i.e., the employee does not resign from his/her job prior to joining the service).
- The employee must apply for, and be available for, reemployment within a timely manner after his/her discharge from active duty as required by law.
- The employee was not separated from service with a disqualifying discharge or under other than honorable conditions.

Upon return, the employee will be reinstated in the same or comparable position as required by law.

If a regular full-time employee of Catawba College is an active member of a United States Reserve Unit or the National Guard, and he/she is ordered to serve during the two-week summer camp or annual two-week active duty, he/she will be eligible to receive a pay supplement. The pay supplement, when added to the pay received from the military, will equal the pay that he/she would have received had he/she been working on his/her regular job. Paid military leave is not to exceed 15 days per calendar year. If an

employee wishes to receive this pay supplement, he/she must bring his/her supervisor a copy of the Military Pay Voucher that was received with his/her military pay.

Employees should consult with the Human Resources Officer for information of how benefits are affected during a military leave of absence.

## LEAVE FOR PARENTAL INVOLVEMENT IN SCHOOLS

It is the belief at Catawba College that parent involvement is an essential component of school success and positive student outcomes. Therefore, the College will grant four (4) hours of leave per year to any employee who is parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school. Any leave under this policy is subject to the following conditions:

- The leave shall be at a mutually agreed upon time between the employee and their supervisor.
- The supervisor may require the employee submit a written request for the leave at least 48 hours before the time desired for the leave.
- The supervisor will require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.
- Unless the employee uses available benefit hours to cover this leave, this leave will be an unpaid leave.

For purposes of this policy, "school" means any public school, private church school, or non-public school that regularly provides a course of grade school instruction.

## PERSONAL VEHICLE MILEAGE REIMBURSEMENT

Personal vehicles used while conducting College business are covered by the car owner's own personal insurance policy. The College will reimburse mileage on personal vehicles used for College business at the current rate established by the College. The appropriate supervisor must approve reimbursement for mileage on personal vehicles.

## LENGTH OF SERVICE AWARDS

The Catawba College Length of Service Awards Program was established in 2003 by the Staff Council. Its purpose is to recognize and express appreciation for full-time employees---both staff and faculty---who have served the College for five or more cumulative years. Awards are given in five-year increments, beginning at five. Recipients will be recognized and presented with an award packet determined by their years of service.

To qualify as an award recipient, an individual must have:

- Served as a full-time employee;
- Worked consecutive or non-consecutive years of service for the College.

Questions, issues or referrals should be addressed to the Human Resources Officer.

## OTHER FRINGE BENEFITS

- (1) The Corriher-Linn-Black Library provides exceptional resources which employees are welcome to use.
- (2) Catawba College employees are given a discount on many items sold in the College Bookstore.
- (3) Season tickets for athletic events are free and full-time employees may obtain tickets for College Theatre plays for free or at a reduced price. and
- (4) The gymnasium facilities and the wellness center facilities are available to all employees and their spouses.
- (5) One free meal in the cafeteria each week during the academic year.

# **EMPLOYEE** **RELATIONS**

## STAFF COUNCIL

On behalf of staff employees, this committee examines personnel issues and policies including staff benefits, welfare, and professional development programs. This committee is responsible for making recommendations regarding:

- The recruitment and orientation of new staff employees;
- Staff benefits and welfare;
- Staff professional development programs;
- Coordination and promotion of interdepartmental working relationships across the campus; and,
- Coordination and fostering of a better working relationship within the College community, including students, faculty, and administration.

This committee does not address matters relating to individual grievances or salaries. Grievance procedures are outlined in the Grievance Procedure policy found elsewhere in the Handbook.

## WORKPLACE LACTATION POLICY

Catawba College provides a supportive environment to enable breastfeeding employees to express their milk during business hours.

### ***Lactation Room***

Catawba College has designated a private and sanitary location on campus so that employees may express their milk during business hours. **The designated lactation room is located in the Student Health Center.** The lactation room provides an electrical outlet, a comfortable chair, and nearby access to hot running water and soap. In addition, a small refrigerator will be placed in the room for nursing mothers to store their milk during the day. Nursing mothers can schedule the use of the Lactation Room by calling the nurses in the Student Health Center (at extension 4404) and reserving the room. Breastfeeding employees are responsible for keeping the lactation room clean for the next user. If employees prefer, they may also express their milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

### ***Reasonable Break Times***

Employees shall be granted flexible and reasonable breaks, using their normal break periods and meal times, to accommodate milk expression. For time that may be needed beyond the usual break periods, employees may make up the time as negotiated with their supervisor.

Employees who wish to express milk during the work period should keep their supervisor informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department. Nursing mothers who feel

they have been denied appropriate accommodations are encouraged to contact the Human Resources Office.

***Distribution of This Policy***

The Catawba College Workplace Lactation Policy shall be discussed with new employees during their orientation with the Human Resources Officer. Information about breastfeeding support after returning to work shall also be provided to employees at the time of their maternity leave of absence.

## SAFETY POLICY

A safe place is a productive workplace. The College has made a very strong commitment to provide a safe and healthy place to work.

Our safety policy is based on the belief that each employee must:

- Work safely as a condition of hire and continued employment;
- Take responsibility for his/her own safety;
- Be concerned with the safety of his/her fellow employees;
- Be certain that unsafe acts and conditions are eliminated and/or safeguarded; and
- Believe that work-related injuries are preventable and therefore unacceptable.

For the protection and safety of all employees, the College has developed certain important safety rules and instructions. The following is a non-exclusive list of the College's safety rules and instructions:

- (1). Do not operate a machine unless you are authorized and have been trained to do so.
- (2). Learn the right way to do your job. If you are not sure that you thoroughly understand your job, ask your supervisor for further instruction.
- (3). Use guards and other safety devices for your protection at all times.
- (4). Machines/equipment must be locked out/tagged out before certain services are performed.
- (5). Do not block emergency exits or fire extinguisher stations.
- (6). Smoking is permitted in designated smoking areas only.
- (7). Do not report to work under the influence of drugs used illegally and/or alcohol or legal drugs used improperly.
- (8). No firearms or other weapons are allowed on College property (except Law Enforcement personnel)
- (9). Good housekeeping is necessary for safety and efficiency. Keep your work area neat and clean at all times.
- (10). Material Safety Data Sheets (MSDS) are available on potentially hazardous chemicals in your work area. Review these sheets so you will know the necessary precautions to take while working with these chemicals.
- (11). All injuries, no matter how slight, must be immediately reported to your supervisor or department head, so that the injury can be treated.

This listing is not meant to be all-inclusive. Additional safety procedures, rules, and instructions are developed from time-to-time to protect the employees of Catawba College.

Employees will be held responsible for following all safety rules. Failure to comply with safety rules and policies not only jeopardizes the employee's safety, and perhaps the safety of others, but may also result in disciplinary action up to, and including, termination of employment.

## **PROCEDURES FOR HANDLING ON-THE-JOB INJURIES**

When an employee has a work-related injury that requires more than first aid, the employee and the College have responsibilities to assure the employee receives immediate and appropriate medical treatment. Any employee that suffers a work-related injury should immediately inform his/her supervisor and/or the Human Resources Office. The Human Resources Office will provide you information and assistance. The College reserves the right to require substance abuse testing when an employee is involved in an on-the-job accident.

When an accident/injury occurs:

- If, in the employee's opinion, the injury/illness appears to be severe or life threatening, he/she should call College Security immediately at extension 4000.
- If, in the employee's opinion, the injury/illness is not life threatening and does not require immediate emergency treatment, he/she should notify his/her supervisor immediately. The supervisor should accompany the employee to the College Health Center.

The employee may receive the necessary medical care from our Health Services staff or may be referred to another physician. If the employee is referred to another physician, arrangements will be made to secure the necessary transportation and treatment, at the expense of the College.

The supervisor is responsible for working with the Human Resources Officer to complete the necessary Report of Injury so that a timely report can be sent to our Workers Compensation Insurance carrier.

## **OSHA**

In 1971, the Federal Occupational Safety and Health Act (OSHA) became effective and required every employer to provide a safe and healthy place to work.

The Director of Facilities coordinates many programs related to OSHA. Safety issues that cannot be resolved by the employee's immediate supervisor should be brought to the attention of the Director of Facilities.

Catawba College has made a commitment to all employees that it will provide a safe and healthy working environment. Practicing safe work habits on the job is a responsibility of every employee.

Each supervisor is responsible for providing safe working conditions for each employee; knowing safety and health guidelines; reporting and investigating accidents; ensuring proper safety equipment is provided and used; and advising management of any unsafe work environment or condition.

All employees are responsible for conducting their own work in a safe manner to protect themselves, fellow employees, and the public; wearing and appropriately using required safety apparel or devices; making recommendations to improve safety and health in the workplace; and notifying the supervisor of any accident involving injury, illness, or "near-miss".

## **HAZARD COMMUNICATION PROGRAM**

The College has a Hazard Communications Program. The purpose of the program is to make information available to employees on the identity of chemicals used in the workplace, the nature of these chemicals, and the protective measures necessary when working with chemicals. Employees who work with toxic and/or hazardous materials will receive special training in recognizing hazardous situations and using personal protective equipment. They must read, understand and sign the Material Safety Data Sheet (MSDS). Information about chemical substances, that an employee may be using, is available from the Director of Facilities.

Employees who may be exposed to Bloodborne Pathogens will also receive training in the correct procedures that must be followed when there is an incident of potential exposure.

## **FIRE SAFETY POLICY**

The President of the College issued an executive order on October 30, 2001, that requires ALL fires, regardless of size or kind, to be reported to the Salisbury Fire Department. All staff members, faculty members and students are expected to abide by this executive order.

Anyone found tampering with smoke/fire detection systems and/or alarms will be disciplined to the full extent that the law allows.

The College will conduct unannounced fire drills at least two times a year in each classroom/office building. All faculty, staff and students are to vacate any building they are in when they hear the fire alarm. Staff members not vacating the building during a fire drill will be considered in violation of this policy and will be subject to discipline up to and including termination of employment.

## **FIRE SAFETY IN NON-RESIDENTIAL FACILITIES**

The use of the following devices is strictly prohibited:

### *Cooking Appliances*

Open coil burners (hot plates), griddles or grills, regular toasters, toaster ovens, electric hamburger or hotdog cookers (including George Foreman-type grills), indoor/outdoor grills or hibachis, and any high heat appliance capable of heating cooking oil to the boiling point.

### *Candles and Incense*

Open flames of any kind (candles, incense, smoking materials) are strictly prohibited in non-residential facilities. All candles are prohibited, even if the wick has been cut off, if it is still in its original wrapper, or intended for decorative purposes only.

*Fireworks*

The College strictly forbids the use or possession of fireworks, firecrackers, or any other type of explosive.

*Halogen Lamps*

Halogen lamps are not permitted.

Appropriate care must be taken with the use of the following devices:

*Extension Cords*

Extension cords must be used temporarily and in accordance with their labeling instructions. Multiple extension cords are not permitted. Only temporary installations routed safely and appropriately to the load are permitted. The College will abide by the OSHA regulations when a drop cord is used as a permanent electrical supply for a device.

*Space Heaters*

Space heaters must be attended and kept clear of combustibles.

NOTE: This policy does not address instructional materials and activities that would be encountered in science classes or theatre productions, which are subject to their own stringent guidelines. Ceremonial and celebratory use of candles for public religious practices and formal occasions is also not affected by this policy.

## CATAWBA COLLEGE TOBACCO USE POLICY

Due to the acknowledged hazards arising from exposure to environmental tobacco products, Catawba College provides a smoke-free environment in all common areas of the campus. This policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors of the College. Tobacco use of any kind is prohibited in all campus buildings.

To limit the difficulties associated with second-hand smoke, a number of outdoor smoking areas have been established on the campus. Smoking is only permitted inside the designated area and not in transit to or from it. Those areas are:

1. The area on the sidewalk between the Lerner Wellness Center (in the Cannon Student Center) and Ketner Hall.
2. Hoke Hall: the uncovered portion of the patio located on the interior campus side of Hoke Hall.
3. Abernethy Physical Education Center: the patio at the entrance to the Kirkland Lobby, located on the interior side of campus (Ruth Richards House/Abernethy Village side).
4. Robertson College Community Center in the areas specified below:
  - On the patio located between Peeler Crystal Lounge and Hedrick Little Theatre.
  - To the left of the entrance area to the main doors to Keppel Lobby, under the tall covered walkway area (portico)
  - Outside the Keppel Lobby doors which lead out to the parking lot behind the RCCC (at the far opposite end of the lobby from the Peeler Crystal Lounge)
  - At the stage door entrance of the theatre, located on the right side of the building as you face the front of the building from the street
5. Catawba College Theatre Annex: immediately outside of the front entrance.
6. Florence Busby Corriher Theatre: immediately outside of the lobby entrance
7. Shuford Science Building: outside on the concrete sidewalk from the greenhouse to the side of the Shuford Science Building
8. Immediately outside the main entrance to Newman Park Baseball Stadium
9. On the Dearborn Patio between Shuford Stadium and the Baseball Clubhouse
10. On the loading dock outside the Maintenance Facility
11. On the loading dock outside the Chartwell's kitchen area of the Cannon Student Center.

All individuals found in violation of smoking outside of a designated area will be fined \$50.00.

Please see the campus map showing the location of these designated smoking areas on the next page.

Catawba College strongly encourages all members of the community to utilize resources to assist in the cessation of tobacco related products. If you need additional information or resources related to tobacco cessation programs, please visit the Proctor Student Health Center. For employees covered under the Catawba College Health Care Plan, there are also cessation resources available through our plan.

The Catawba College Board of Trustees has the clear authority to adopt, implement, and enforce a written policy prohibiting at all times the use of any tobacco product by any person in college buildings on college property whether the building be owned, leased, or operated by the College.

Achieving a tobacco-free environment requires support from all members of the College. College officials will develop and maintain a plan for communicating the policy to their constituents including, but not limited to, students, college employees, contractors, vendors, and visitors.

Catawba College is committed to providing its employees and students with a safe and healthy working and learning environment. The College recognizes that the use of tobacco products in campus buildings is detrimental to the health and safety of students, staff, faculty and visitors.

Therefore, effective 6/1/2013, Catawba College will implement the following additional policy:

1. Smoking and use of other tobacco products is prohibited by students, staff, faculty and visitors:
  - a. In all campus buildings, facilities, vehicles or property owned, leased or operated by Catawba College except for the designated smoking areas.
2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including, but not limited to: cigarettes; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco: snuff, snuff flour; Cavendish, plug and twist tobacco, fine-cut and other chewing tobacco, shorts, refuse scraps, clippings, cutting and sweeping of tobacco, e-cigarettes, hookah, and other kinds and forms of tobacco.

A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus and at school events.

3. Student organizations are prohibited from accepting money or gifts from tobacco companies including:
  - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus
  - b. All tobacco advertising, such as billboards and signs owned and used by the College.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by the College.

5. Smoking and the use of tobacco products are prohibited in buildings of Catawba College being used for private events.

The administration will develop a plan for communicating the policy that may include information in student, faculty and staff handbooks, announcements at institutionally sponsored or related events, and appropriate signage in buildings and around campus.

Each curriculum and continuing education instructor shall explain the College's tobacco-free building policy at the beginning of the term of each class.

Coaches of intercollegiate athletic teams will explain the policy at the beginning of each sport's season and shall communicate the policy to the coaches of visiting teams.

The College will provide appropriate signage and other physical indicators of our policy.

Signs will be posted in a manner and location to adequately notify students, staff, faculty, visitors and contractors of the policy.

Signs will state in English that smoking and the use of tobacco products are prohibited, and will include the universal "Smoking and Use of Tobacco Products Prohibited" symbol.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies of Catawba College and may include verbal warning, written reprimand and/or termination. Visitors using tobacco products in undesignated areas will be asked to refrain while on Catawba College property or leave the premises.

It is the responsibility of each staff and faculty member to promote compliance with the tobacco-free policy in the buildings. Instructors should use tact and good judgment in dealing with possible violations.

## COLLEGE VEHICLE SAFETY POLICY

Catawba College maintains a number of College vehicles for College business. All operators of such vehicles must meet policy requirements. Prior approval by the supervisor is required for all drivers. A copy of the policy is available by contacting the Director of Facilities. Approval to drive a College vehicle will require one to agree to a records check through the Department of Motor Vehicles. Approval will be based on the results of the records check. DMV record checks will be updated periodically for each approved driver.

## RULES OF CONDUCT

The College reserves the right to use whatever method of discipline or remedial action it deems appropriate to address particular situations. The College makes no guarantee of progressive discipline, although it will strive to use forms of discipline that most effectively and judiciously correct problems. The Human Resources Officer will enforce due process in all terminations and require that all terminations be supported by the disciplinary reports as outlined below. Generally, when progressive disciplinary action is used, it may take the form of :

- Oral Warning
- Written Reprimand
- Decision Day Suspension
- Written Reprimand and Termination of Employment

Employees will be advised of a disciplinary action, in writing, including an oral warning.

The Decision Day Suspension will be a one (1) day suspension, with pay, for the employee to make a decision regarding his/her continued employment with the College. The employee will be required to document in writing his/her plans for improving the current situation so that his/her employment will be continued. This written plan of improvement must be acceptable to his/her supervisor. Failure to abide by the improvement plan will result in the final written reprimand and termination of employment.

The College has formed certain rules of conduct to ensure a well-run and pleasant working environment for its employees. Violation of any of these rules could result in some type of disciplinary action, ranging from oral and/or written warnings to reprimand and possible termination. It would be impossible to provide a complete list of potential violations, and the College will make no attempt to do so. However, all employees should know that at a minimum the College's policy is to address violations of the policies specified in the handbook, and to otherwise address any conduct which threatens or interferes with the orderly conduct of the College's operations.

## POLITICAL ACTIVITY

Since College faculty and staff members may be community leaders, it is not unusual for them to be asked to engage in political activity either by running for an office or by working on behalf of candidates.

This policy is intended to safeguard the freedom of speech, thought, and action of faculty and/or staff and to avoid impairment of the significant contributions they are capable of making toward improved local, state and federal government.

Effective democracy provides the right of every private citizen to endorse a specific political candidate or cause. However, such endorsement should not infer or reflect the support of the College for such political candidate or cause.

The College assumes no responsibility for the endorsement of a political candidate or cause by members of its faculty or staff. Except for the limited purpose of identifying the College as the employer of the faculty or staff member making a political endorsement, the name, the logo or the email signature of the College is not to be connected with such an endorsement in any way. No endorsement shall be made on the official Catawba College stationary or any stationary having the College address and/or telephone number.

Obviously, faculty/academic staff members have an obligation to discharge instructional and other regular duties and performance of these duties may be impaired by any private activity requiring a large portion of time. For the mutual protection of faculty and staff member and the College, faculty and staff members campaigning as political candidates for local, state or federal offices must do so on their own time.

If elected or appointed, a member of the faculty or staff may accept a public office that does not interfere with the individual's performance of assigned College duties without modification of the terms and conditions of his/her status within the College.

If elected or appointed to an office that would interfere in any way deemed significant by the administration of the College with the performance of assigned College duties, the individual must resign from his/her position with the College or petition for leave of absence without salary from academic or other administrative duties.

## TAKING A STAND ON SOCIAL ISSUES

Since College faculty and staff members may be community leaders, it is not unusual for them to be asked to endorse social issues. Many such issues might be considered controversial in nature.

Effective democracy provides the right of every private citizen to endorse a specific issue or cause. However, such endorsement must not infer or reflect the support of the College for such issue or cause.

The College assumes no responsibility for the endorsement of any specific issue or cause by members of its faculty or staff. Except for the limited purposes of identifying the College as the employer of the faculty or staff member, the name, the logo, or the email signature of the College is not to be connected with such an endorsement in any way. No endorsement shall be made on the official Catawba College stationary or on any stationary having the College address and/or telephone number.

## WORKPLACE HARASSMENT

Each employee has the right to do his/her job in a business environment that is free from any kind of harassment. The College will strive to treat all employees with fairness, respect, and courtesy.

The College maintains a strict policy that prohibits harassment in any form. Harassment is viewed as unacceptable behavior and will subject violators to disciplinary action up to and including termination of employment.

Rude treatment, harsh supervision, unwelcome sexual advances, requests for sexual favors or any conduct that fails to respect the dignity and feelings of an employee are all forms of harassment, even if not illegal. Such conduct can impair job performance, develop unsatisfactory working relationships and may lead to an objectionable climate in the workplace.

If an employee believes this policy has been violated he/she should contact the Human Resources Officer. If the Human Resources Officer is not available he/she should contact the Vice President of Finance.

## CATAWBA COLLEGE SEXUAL HARASSMENT POLICY AND APPEALS PROCEDURES

### SEXUAL HARASSMENT POLICY FOR FACULTY, STAFF AND STUDENTS:

The Catawba College community values a positive community environment of tolerance, civility, and mutual respect. The College is committed to providing and promoting an atmosphere in which faculty and staff can realize their maximum potential in the workplace and students can engage fully in the learning process. Sexual harassment creates an environment incompatible with its values, is a form of discrimination, and can be illegal. Sexual harassment is unacceptable conduct and will not be condoned in any form at the College.

#### WHAT IS SEXUAL HARASSMENT?

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in a course, program or activity;
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or,
- Such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

By way of example, sexual harassment can include:

- sexual innuendoes, “off-color jokes, sexually-suggestive comments;
- offensive remarks about another person’s clothing, body, or sexual characteristics;
- suggestive or insulting sounds;
- implied or overt sexual propositions, or pressure for sex;
- leering or ogling;
- obscene gestures;
- physical intimidation, e.g., blocking, cornering, leaning too close;
- inappropriate touching, fondling or kissing;
- coerced sexual contact;
- placing sexually-suggestive objects, pictures or cartoons in the work or study area.

Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature or the context of an action), not all verbal or physical conduct will be considered sexual in nature.

The academic setting is distinct in the workplace and the College will maintain and encourage academic freedom. Academic setting will be considered in regard to complaints in the teaching context and to be sexual harassment such behavior must be persistent, pervasive and not germane to the subject matter.

Incidents of actual or attempted sexual assault or rape may be considered sexual harassment but are typically of a much more serious nature and so should warrant more appropriate actions (e.g., bringing criminal charges, reporting to the Office of Public Safety) than this policy provides for and other policies (e.g., Sexual Assault Student Policy) may be applicable.

## HARASSMENT COMPLAINTS

Catawba College encourages any person who feels he or she has been sexually harassed to take informal or formal steps to deal with sexual harassment. Complaints may be resolved through an informal or formal process as described below. Informal means are encouraged as the beginning point, but *the choice of where to begin rests with the complainant*. Among the informal steps that may be taken to deal with sexual harassment are:

- Clearly say “NO” to the person whose behavior is unwelcome.
- Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:
  - a. A factual description of the incident(s) including date, time, place, and specific action.
  - b. A description of the writer's feelings, including any consequences of the incident.
  - c. A request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop.
- Speak with the supervisor, department chair, dean, or director, who may speak to the person whose behavior was unwelcome. The name of the complainant need not be disclosed. The purpose for such conversation is cessation of the unwelcome behavior.
- Contact the appropriate College official listed below to facilitate a meeting with the alleged harasser.

If the informal process does not resolve the complaint to the complainant's satisfaction, or if the complainant prefers, the complainant may begin the formal process. The first step in the formal process to deal with a sexual harassment complaint is for the complainant to file a verbal report of the incident to the appropriate College official. Any student, faculty member, or staff employee who knows of, receives information about, or receives a complaint of sexual harassment should report the information or complaint to

the Human Resources Officer in a timely manner. The College also reserves the right to act as “complainant” and institute formal proceedings.

**If the alleged harasser is:**

**Report the harassment to:**

Student	Dean of Students or Human Resources Officer
Staff	Human Resources Officer or Vice President of Finance
Faculty Member	Provost or Human Resources Officer
Human Resources Officer	Vice President of Finance or President of College
Other (vendor, guest)	Human Resources Officer or Vice President of Finance
Vice President	Human Resources Officer or President of the College
President of the College	Human Resources Officer or Chair of the Board of Trustees

The College’s Human Resources Officer is responsible for coordinating the College’s efforts to comply with and carry out its responsibilities with respect to sexual harassment complaints. If an employee or student has any questions about how to file a sexual harassment complaint, he/she should contact the Human Resources Officer or the appropriate official listed above.

## INVESTIGATION AND RESOLUTION

The appropriate College official contacted or his/her designee(s) will conduct the investigation with the Office of Human Resources. The investigation will include interviews of the complainant, the alleged harasser, and other persons believed to have knowledge of the allegations as well as a review of any other information pertinent to the allegations. The alleged harasser will be afforded an opportunity to respond to the allegations. Investigations of formal complaints should be concluded within twenty (20) calendar days after they are made. When it is not reasonably possible to conclude the investigation within that amount of time, the Office of Human Resources will notify the complainant and the alleged harasser in writing of the delay and the reasons for the delay.

Additionally, a complainant may elect to withdraw a complaint at any time. However, the College reserves the right to complete the investigation of all complaints where it deems necessary to protect the interests of the College and the community.

The Human Resource Officer will maintain a record of the final disposition of all formal complaints, even when such investigations result in a finding of no harassment or insufficient information to find a violation of this policy.

## NO RETALIATION

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating, or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own. Retaliation is a basis for corrective or disciplinary action.

## CONFIDENTIALITY

The College will make reasonable efforts to keep all information relating to sexual harassment allegations and investigations confidential on a “need-to-know” basis, to the extent consistent with the College’s legal obligations, the need to investigate allegations of sexual harassment, and the need to take corrective and/or disciplinary action. Any person who violates provisions of this policy including confidentiality provisions will be subject to disciplinary and/or corrective action.

## CORRECTIVE AND/OR DISCIPLINARY ACTION

Following the College’s investigation of any alleged sexual harassment, the College will determine the appropriate corrective or disciplinary action. This may result in immediate sanctions, up to and including termination of employment for employees and immediate dismissal from the College for students if they are determined to have engaged in sexual harassment. Conduct approaching sexual harassment may also result in corrective and/or disciplinary action. For faculty members with continuous tenure, any decision to terminate shall then follow procedures for termination with adequate cause.

The President of the College, or his/her designee, may impose a summary suspension prior to the resolution of the informal or the formal proceedings. A summary suspension may be imposed when, in the judgment of the President, the accused individual’s presence on campus would constitute a threat to the safety and well-being of the members of the College community. During the summary suspension, the accused individual will not be permitted on College property without the approval of the President of the College. The accused individual will receive their regular pay during this suspension.

## IMPROPER COMPLAINTS

This policy shall not be used to bring frivolous or malicious complaints against anyone. Making a knowingly false complaint subjects the complainant to disciplinary or

corrective action. However, failure to prove a claim of sexual harassment does not constitute proof of a false and/or malicious accusation.

## THE APPEAL PROCESS (SEXUAL HARASSMENT GRIEVANCE COMMITTEE)

In the event a person is found in violation of this policy, he or she may appeal the decision and/or the sanction. Such appeal must be made within ten (10) days of notice of that decision and/or sanction. Such appeal must be made in writing and submitted to the Chair of the Sexual Harassment Grievance Committee.

The Sexual Harassment Grievance Committee will be comprised of up to ten (10) members as noted below (all have voting privileges except the Human Resources Officer):

- Two (2) students appointed by the President of the Student Government Association, or the Dean of Students.\*\*  
*\*\*The student representatives will serve on the Committee only when a student is involved in the sexual harassment appeal being heard.*
- Two (2) representatives of the College staff appointed by the President of the College.
- Two (2) representatives of the College faculty appointed by the Provost.
- The H.R. Officer shall serve in an ex officio (non-voting) capacity.
- The Provost and the Dean of Students or their designees.
- The Secretary of the Sexual Harassment Grievance Committee shall be the Administrative Assistant assigned to the Provost's Office.

The Chair of the Committee shall be approved by majority vote by the committee members.

## SEXUAL HARASSMENT GRIEVANCE COMMITTEE PROCEDURES:

- a. Confidential notice in the form of the written appeal will be provided to the Committee and the alleged harasser and complainant. The date and time of the hearing will be provided to all persons involved (alleged harasser, complainant, committee members, and any witnesses such as the investigators of the formal complaint).
- b. A recording of the hearing including documentary or other evidence, but not the deliberation, will be made and kept secure and confidential as College property in the Human Resources Office for a period of no less than three years.
- c. All parties will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. Neither the alleged harasser nor the complainant may be represented by legal counsel at the hearing. A member of the College community (any non-lawyer faculty, staff or student being otherwise uninvolved in the matter) may attend at the request of a party but may not speak or participate directly in the appeal. If a committee member investigated the complaint being appealed, or otherwise was involved in the matter in a manner

- that makes it difficult to be impartial, he or she will not participate in Committee deliberations or vote but shall be available to testify.
- d. All parties will have the right to raise questions to the Committee to be asked of witnesses including other parties. The Committee will not be bound by strict rules of legal evidence and may hear any evidence that it deems of probative value in determining the issues involved. Decisions about procedural questions are subject to final decision by majority of the Committee. Every effort will be made to keep said evidence confidential within the proceedings. Committee decisions are determined by consensus when possible; otherwise, a simple majority rules.
  - e. The Sexual Harassment Grievance Committee will make findings about the appropriateness of the decision and/or sanctions and, if it determines sanctions should be different, it will provide a clear and specific list of charges and recommended sanctions in a report to the President of the College. This will stand as the College's final decision unless timely appeal is made per the procedures below.

All steps of inquiries into complaints by the Sexual Harassment Grievance Committee will be closed and will be confidential. All members of the committee, the complainant, the alleged harasser, and all other parties involved in the hearing will be reminded of their obligation to maintain confidentiality of the complaint and evidence presented at the hearing.

The Committee may affirm the prior decision and/or sanctions, remand the matter for further investigation as to specific matters or reverse the prior decision.

## RIGHT TO APPEAL

The complainant and the harasser shall have the right to appeal the decision of the Sexual Harassment Grievance Committee to the President of the College if either party feels the actual process identified in this document has been violated or disagrees with the sanctions. In exercising the right of appeal to the President of the College, a written appeal must be made within ten (10) days after written notification of the decision being appealed. The President of the College may receive additional information if he/she believes the information will aid in the decision. A decision will be made within ten (10) days. The complainant and the harasser will be notified of the decision. The decision of the President of the College will be final. During the time of appeal and review by the President of the College, disciplinary action recommended as a result of the original complaint will not be implemented and/or enforced.

## PROFESSIONAL BOUNDARIES

### ***PROFESSIONAL BOUNDARIES BETWEEN THE FACULTY/STAFF OF CATAWBA COLLEGE AND STUDENTS OF CATAWBA COLLEGE***

One of Catawba College's objectives is to help students achieve personal goals through an education rich in personal attention. To achieve that objective, Catawba College maintains a low student-faculty ratio that provides faculty with opportunities to counsel students and offer support. Flexible office hours, one-on-one guidance and genuine concern for students are hallmarks of Catawba College's faculty and staff.

While faculty and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between faculty or staff members and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty or staff and students. Such relationships have the potential to threaten the trust and respect that are necessary for wholesome and appropriate faculty/staff-student relationships by creating:

- (1) perceived and actual undue favoritism that benefits students in consensual relationships with faculty or staff members;
- (2) a hostile and unacceptable environment for other students, faculty and staff, in which obtaining benefits appears contingent on amorous or sexual favors; and,
- (3) relationships that are less consensual than the faculty or staff member believes because of the complex and subtle effects of the power differential between faculty/staff members and students.

By jeopardizing the quality of faculty/staff-student interaction, these problems interfere with the mission of Catawba College.

For these reasons, **faculty and staff shall not engage in consensual amorous relationships with students, even if the faculty or staff member has no immediate position of authority with respect to the student. A "consensual amorous relationship" is any romantic or physically intimate relationship.**

### ***PROCEDURES***

#### ***Implementation***

It is essential that faculty and staff members of the College be aware of their responsibilities under this policy. Central to the implementation of this College policy is avoidance of situations that may result in developing such consensual amorous relationship or even the appearance of such a relationship. Professional activities with students are of course fitting and proper; personal or private activities with students should be approached with great caution.

### ***Informal Resolution***

Attempts will be made to resolve the situation through informal and mutually satisfactory means. If the situation can be resolved, and professional and a consensual amorous relationships properly separated, and if there is no reason to believe that further problems exist, the matter will be ended.

### ***Formal Complaint Procedures***

Any member of the College community who believes that this faculty-staff-student policy is being violated may lodge a formal complaint to this effect with the appropriate College official(s) (i.e., students report a complaint to the Dean of Students, faculty to the Provost, staff to the Human Resources Officer unless one of these persons is involved in such instance the report can go to any of the other reporting avenues). All complaints must be in writing and will be held in the strictest confidence. Disclosure concerning the existence, source, or substance of a complaint will be solely at the discretion of the College official(s) investigating the complaint and will be limited to those who have an immediate need to know.

The Dean of Students, Provost, and the Human Resources Officer will follow a process like that in the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to resolve the problem as expeditiously and confidentially as possible. This is a serious issue and has strong ramifications for both the students and the faculty/staff members involved. Students or employees will not be penalized or discriminated against in any way for reporting incidents, but knowingly filing a false or malicious complaint will be considered a violation of the Honor Code and/or College policy.

Violation of this policy may result in sanctions up to and including termination of employment for employees. For faculty members with continuous tenure, any decision to terminate employment will follow procedures for termination with adequate cause.

### ***AMOROUS CONSENSUAL RELATIONSHIPS BETWEEN FACULTY AND STAFF***

To preserve the integrity, respect, and professionalism among faculty and staff at Catawba College, both the fact and semblance of any exploitation must be avoided. The relative difference in power—actual or perceived—in working relationships must be recognized by the faculty and staff and must not be employed to anyone's advantage or disadvantage. Therefore, a faculty or staff member shall not exercise direct supervisory, evaluative, instructional, and/or advisory responsibilities, or participate in hiring, retention, promotion, or award decisions, for someone with whom there exists or has existed a consensual amorous relationship within the previous three years.

Staff, faculty, or students who believe that this policy has been violated should report the incident to the appropriate College official(s) (i.e., Dean of Students, Provost, Human Resources Officer), who will follow a process similar to that in the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to conduct an investigation and resolve the problem as expeditiously and confidentially as possible. Employees will not be retaliated against for good-faith reporting of violations of the policy or for providing information truthfully in connection with an investigation.

Disciplinary actions under the appropriate policies concerning personal misconduct will be taken against any person bringing a malicious or frivolous complaint in bad faith.

## SOLICITATIONS POLICY

Catawba College wishes to maintain an environment of academic integrity and personal development free from intrusions and one that ensures that the mission of the College proceeds unhampered. The College recognizes the need to protect this environment from uncontrolled solicitations, but acknowledges the need of the campus community to support worthy causes and to have convenient access to a variety of merchandise and services. The following policy provides a means to achieve an acceptable balance of activity.

The term “solicitation” as used here means the sale, rental, or offer to sale, of any property, product, merchandise, publication or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication or service; or the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.

Solicitation of employees and/or distribution of literature for solicitation purposes is prohibited unless approved in accordance with the requirements set forth in this policy. The College reserves the right to withhold approval for any solicitation activities on campus property and to regulate the time, place, manner and duration of approved solicitation.

Off campus groups or individuals must obtain approval for solicitation. A letter detailing the solicitation must be received at least one week prior to the desired activity and include the following information:

- Sponsoring organization
- Contact person and local telephone number
- Purpose of solicitation
- Preferred date(s) for solicitation
- Method(s) used to solicit, including advertising and publicity
- Preferred location
- Target population
- Description (samples when possible) of products, programs and/or written materials to be distributed.

This information must be presented to the Human Resources Officer. He/she will present the request and accompanying information to the President of the College and his/her Cabinet. Approval is granted only by the President and his/her Cabinet. Only after approval is granted can the solicitation begin.

## PROCEDURE FOR APPROVAL OF FUND-RAISING EFFORTS

Any agent outside the Development Office (under the Vice President of Development Services) must receive prior approval for any solicitation of resources for the College. This procedure applies to all faculty/staff, friends and support groups, intercollegiate athletic programs, as well as student and alumni groups. Those who wish to solicit funds or property in the name of or for the benefit of Catawba College must communicate their intentions to the Vice President of Development Services or the Director of Development in advance of their approach. Any deviation from the procedure could result in the College's rejection of funds or resources. Acceptance of a gift, grant, or sponsorship imposes an obligation to comply with the terms established by the donor as well as IRS rules and other such governing bodies including the NCAA, SACS, etc. All gifts donated to the College must be receipted through the Development Office and accounted for in the Business Office. All gifts will be audited by the College's Business Office and subject to outside audit.

### *Procedure*

The following information must be included in your request:

1. A description of any soliciting or marketing effort;
2. A clearly stated goal and purpose, which conforms to the Gift Acceptance Policy and mission of the College;
3. A list of prospects to be solicited (specific individuals, businesses or groups) along with any promotional materials;
4. The name of the person who will staff the project; and,
5. A timeline for the project.

Only projects approved by the Vice President of Development Services may proceed. No deviation from the approved effort is allowed without prior approval. Deviation from the plan could result in the College's rejection of the funds or resources.

The person staffing the project must continue to coordinate the effort with the appropriate development staff member.

## GRIEVANCE PROCEDURES

In the workplace, it is not unusual for misunderstandings and problems between employees to arise from time to time. Every employee desires fairness and respect when settling problems involving a work situation. Dealing with these problems should take place as promptly as possible and in a manner that is fair and equitable.

This grievance procedure provides a formal system for an employee to seek the orderly resolution of a work situation that is causing dissatisfaction. This policy applies to Staff employees only.

When filing a grievance, the employee must state specific acts or circumstances supporting the allegation, and the outcome desired to result from the grievance process. Failure to first present a grievance within five (5) business days of the event prompting the grievance shall constitute termination of the grievance unless extenuating factors prevent timely filing of the grievance. The Human Resources Officer, whose decision shall be final, will make the determination regarding such factors.

It is the College's policy that individuals will not be reprimanded nor discriminated against for initiating an inquiry or grievance. It is also the College's policy to recognize and respect the rights of any individual against whom a grievance has been filed. In addition, it will be the policy of the College to investigate all grievances filed within a timely manner and to protect, as much as possible, the privacy of the individuals involved and the confidentiality of the proceedings. Decisions at each step of the grievance process should be communicated to the grievant within five (5) business days after hearing the grievance.

Normally, while a grievance is being pursued internally, the employee is expected to speak for him or herself. Neither the grievant, nor the person against whom the grievance is directed, may have an attorney attend any stage of the grievance process or otherwise participate on his or her behalf. The grievant, as well as the person against whom the grievance is directed, may choose to be accompanied by another College employee during any/all steps of this process.

Once a grievance is presented or an inquiry initiated, an effort will be made at each step, either to resolve the problem, or to refer it to the next step.

The procedures provided will serve as the grievance process for employees who have a complaint of discrimination or harassment based on, but not limited to, race, disability, age, sexual orientation, and other forms of discrimination. The grievance process also serves any employee with a work situation problem that they need to have addressed that may not be related to any form of discrimination.

**Grievable Issues** include, but are not limited to:

- a. Disciplinary actions, including written warnings placed in an employee's personnel file, where the employee questions the appropriateness of the stated cause;
- b. Alleged violation, misrepresentation or inequitable application of the College's policy affecting the employee including termination as a

- result of job performance issues where our progressive discipline steps shown on page 50 of the Staff Handbook were not followed;
- c. Alleged discrimination against the employee because of race, color, religion, sex, age, national or ethnic origin, sexual orientation, veteran status or disability; and,
  - d. Performance evaluations.

**Non-Grievable Issues** include, but are not limited to:

- a. Wages and salary;
- b. Reassignment of job duties and responsibilities;
- c. Reorganization that does not result in reduction in salary;
- d. Termination of employment related to the expiration of letters of employment, reduction in force, or job performance issues;
- e. The content of personnel policies and procedures;
- f. Decisions by the College Sexual Harassment Grievance Committee.
- g. Decisions rendered under the Professional Boundaries Policy.

To ensure prompt handling when problems do occur, the following procedure has been developed. It should be noted that the Human Resources Officer is available at any time throughout the process for assistance, either by the employee or by the management person.

#### Step 1. Supervisor

The problem should be brought to the attention of the supervisor. In most cases, the supervisor can resolve the problem. If the employee believes it is desirable, he/she may contact the Human Resources Officer for assistance on a confidential basis. The problem will be investigated and the employee will be advised of the findings and the decision. If the employee is not satisfied with the decision reached, or if the issue cannot be resolved in the first step, the supervisor will arrange for the employee to take the problem to the next step.

If the employee's grievance is against his/her supervisor they should bring the grievance to the Human Resources Officer. Upon hearing the grievance, the Human Resources Officer will determine the appropriate route to resolve the grievance. If the grievance is one that the supervisor should be made aware of, the Human Resources Officer will advise the employee that he/she should discuss the grievance with his/her supervisor. The Human Resources Officer will be available to present the grievance to the supervisor on behalf of the employee if that is the employee's wish.

#### Step 2. Human Resources Officer

The Human Resources Officer will make a conscientious effort to bring about an understanding and reach a solution that is fair, and acceptable to all concerned. If the problem is still unresolved the Human Resources Officer will make arrangements for the employee to discuss the grievance with the appropriate member of the President's Cabinet.

### Step 3. President's Cabinet Officer

The President's Cabinet Officer, assisted by the Human Resources Officer if needed, will discuss the problem with the employee and any others who may be involved. A reasonable effort will be made to suggest a satisfactory solution. If the problem is still unresolved, the Cabinet Officer will make arrangements for the employee to take the problem to the next step.

### Step 4. The Peer Review Program

In an effort to create a work environment that promotes shared responsibility and employee involvement, we have implemented an employee peer review appeal process as step 4 in our grievance procedures. At this stage, the complainant has an opportunity to present his/her grievance to a panel of his/her peers.

#### *Panel Selection*

The complainant randomly selects three (3) names from a box that contains the names of all College Staff Personnel assigned to this panel. These three people will comprise the panel along with the complainant, his/her direct supervisor, and the Human Resources Officer. The Human Resources Officer will make the final decision regarding the disqualification of a panel member whose name is drawn. Examples of grounds for disqualification include working in the same department as the complainant or other conflicts of interest. The Human Resources Officer will serve as the facilitator of the meeting.

#### *The Peer Review Hearing*

##### Testimony and Investigation

The panel interviews the employee filing the appeal, his/her supervisor, and any other employees with relevant information about the case. Both the employee and the supervisor have the right to provide pertinent documents at the hearing. Only one witness is present before the panel at any given time.

##### Deliberation

After all evidence has been reviewed, the panel votes by secret ballot to grant, modify, or deny the employee's request. The facilitator counts the votes until a majority (2) of like votes are found; then all votes are destroyed. Each panelist agrees in advance to sign the final decision form, regardless of his/her personal decision about the case. Panelists are reminded of their confidentiality commitment regarding all information. The Peer Review Panel's decision will be sent to the President of the College as its recommendation on solving the grievance.

##### Notification

Both parties involved in the grievance review will be notified of the panel's decision in writing within five (5) days of the conclusion of the hearing.

##### Accountability

All matters associated with the Peer Review Process and hearings are confidential. The College will treat any violation of confidentiality as a serious offense and will maintain ZERO TOLERANCE for such violations. All persons participating must maintain confidentiality and the complainant, witnesses, and panelists are afforded

complete privacy. All records and proceedings are considered confidential and will be maintained separate from personnel files available only on a “need to know” basis.

Once an appeal is made, all communication between the complainant, witnesses, supervisor/management and/or panelist must be made through the Human Resources Officer.

No one shall be harassed, intimidated, criticized or otherwise contacted about the hearing before, during or after the Peer Review Process.

All attempts to influence witnesses or panelists are prohibited.

Any violation of the accountabilities referenced above will result in disciplinary action up to and including termination of employment and other legal recourse, if available.

#### The Scope of Authority of the Peer Review Panel

The Peer Review Panel will hear an appeal involving a work-related grievance filed by the complainant if the complainant has already presented the grievance to the supervisor, the Human Resources Officer and the President’s Cabinet Officer without satisfactory resolution.

Upon completion of the appeals hearing, the Peer Review Panel will make a recommendation to the President of the College regarding the settlement of the grievance.

#### *The Complainant*

An employee of Catawba College who has filed a grievance must follow the steps indicated. The complainant may not use a third party in these proceedings. If the complainant fails to appear for his/her scheduled hearing without notifying the facilitator, the appeal will be automatically denied.

#### *The Peer Review Facilitator*

The Human Resources Officer will serve as the Peer Review Facilitator in most cases.

The facilitator keeps the hearing focused on the issue before the panel. The facilitator does not give opinions on the matter and/or vote on the final decision.

The facilitator will process paperwork, summon witnesses, handle meeting logistics, ensure panelists comply with appropriated policies, and perform related tasks so that panelists can concentrate on reaching a fast and fair decision.

All communications between the facilitator and participants on the case will be confidential.

If the Human Resources Officer has direct involvement with the case, he/she cannot serve as facilitator. The Human Resources Officer will choose an alternate facilitator.

#### *The Peer Review Panelist*

A Peer Review Panelist shall be a person randomly selected by the complainant to serve on the Peer Review Panel.

All panelists will have been trained in due process, employment issues, investigation, decision-making, ethics, College policies and precedents, and confidentiality prior to the hearing.

Panelists are paid for the time spent on the hearing.

Panelists will be removed from the panel for violation of confidentiality, fraud, or other actions involving unethical behavior. Such violations of this code of ethics will subject a panelist to disciplinary action, including termination of employment.

*Peer Review Panel*

The Peer Review Panel shall consist of three (3) employee peers selected on a particular review panel. The panel investigates, listens, and reviews evidence of the complainant's appeal.

Step 5. President of the College

The President of the College will review the recommendation from the Peer Review Panel and then make the final decision regarding any action to be taken by the College.

Following these steps will avoid unnecessary delays. It shall be the goal at each step of the process to notify the involved employee of a decision within three (3) days of the hearing with the exception of the Peer Review Panel (which is five days). Normally, employees will be expected to use the grievance procedures outlined to resolve a problem. However, if the resolution of the problem would be hampered by following the grievance procedures, the Human Resources Officer will determine at what step the grievance should enter the process.

If the nature of the complaint prohibits or impedes the grievant from doing his/her job, the Human Resources Officer, along with the supervisor, will determine if the grievant should be allowed a reasonable time away from work until the grievance is settled. If the grievant is permitted to take a leave of absence from work, the leave will be with pay and eligible benefits.

## SUBSTANCE ABUSE POLICY

Catawba College is concerned about the effects of the abuse of drugs and alcohol upon the health and safety of its employees. In light of these concerns, the College intends to maintain a workplace free of the problems associated with the abuse of drugs and alcohol.

The College policy is to hire employees who are not current users of illegal drugs and to help employees with problems associated with the abuse of drugs and alcohol, and encourage their rehabilitation.

### *Definitions:*

The term “substance abuse”, as used in this policy, is defined as:

1. reporting to work or working while affected by alcohol or other drugs;
2. chemical dependency on alcohol or illegal drugs where job performance, participation in academic programs or safety of employees, students or visitors may be adversely affected, or
3. the current use of illegal drugs, whether on or off the College’s campus or whether or not such activities are undertaken while involved in College business.

The term “illegal drugs”, as used in this policy includes, but is not limited to:

1. marijuana, cocaine, heroin, opiates, amphetamines, and similar drugs whose possession and use are prohibited under state and federal law;
2. prescription drugs unless taken as validly prescribed by the employee’s physician; and,
3. “designer drugs”, “look alike”, synthetic drugs and similar substances.

In the case of convictions under criminal drug statutes of employees whose salary is provided in whole or in part by grant-making agencies of the federal government, the College agrees to notify the granting agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such a conviction.

The College agrees to make available to its employees information regarding the dangers of drug abuse and the local counseling and rehabilitation agencies.

### *Standards of Conduct:*

As a condition of employment, each employee of Catawba College is required to comply with the terms of this policy.

- The sale, distribution, manufacture, possession, or use of illegal drugs, or drug paraphernalia is prohibited.
- The possession or use of alcohol on any Catawba College property is prohibited unless its use is part of an authorized Catawba College activity.
- Distribution of alcohol to persons under the age of 21 on Catawba College property or as part of any Catawba College activity is prohibited.

- All employees are prohibited from working while behavior, job performance or health is adversely affected by drugs or alcohol.
- Catawba College reserves the right to require a substance abuse screening test or medical evaluation from individuals whose job performance, behavior, or health reasonably suggest substance abuse. Failure or refusal to comply with substance abuse screening test or assessment may result in termination of employment.
- All information concerning medical examinations, drug or alcohol testing results, or rehabilitation and treatment of an employee should be treated as confidential information subject to disclosure on a need-to-know basis.

In order to fulfill our obligations under the Drug Free Workplace Act, employees are required to notify the Human Resources Office in writing of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The College will vigorously enforce these policies. The College will make reasonable efforts to protect the privacy of its employees, but in the case of illegal conduct, will cooperate with the local law enforcement authorities.

The College encourages and supports employees with problems associated with the abuse of drugs and/or alcohol to enter into a treatment facility or rehabilitation program. Information regarding insurance coverage for such a program is available from the Human Resources Office. Information regarding treatment facilities and or rehabilitation programs is available from the Director of the Student Health Center.

The College reserves the right to require any employee to submit to searches or testing when reasonable suspicion exists as to the possession or abusive consumption of substances described above.

Employees engaged in the prohibited activities identified in this Substance Abuse Policy will be subject to disciplinary action, up to and including termination of employment.

## ACCESS TO STUDENT INFORMATION POLICY

Because of the federal requirements governing the protection of student academic records, it is important that you know your responsibilities when provided access to sensitive information. The Family Education Rights and Privacy Act (FERPA) applies to all schools that receive funding from the Department of Education. Breach of FERPA enforcement could result in the revocation of all federally awarded financial aid funding. Breach of institutional policy could result in revocation of your student access privileges, revocation of your Catawba College computer account, or dismissal from the College, depending upon the severity of the breach.

All College personnel, by virtue of their employment, are accountable for the responsible use of student information. This includes insuring the confidentiality, integrity, and accuracy of student records. Use of student records should be limited to specific institutional purposes within the official duties of each staff member. FERPA stipulates that information may be released to College employees only when the disclosure of information is to a staff member who has "legitimate educational interest" in the student information. Legitimate educational interest is defined by your role with the College. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be used for purposes outside of one's job responsibilities.

Any questions regarding the release of student information should be directed to the Registrar's Office.

## WORKPLACE VIOLENCE

The College will not tolerate workplace violence in the form of threats, or harassment, or of physical attacks. A threat is the direct, or indirect, communicated intent to cause harm to a fellow employee's health, safety, or property. Harassment includes threats of, or actual harm to, a fellow employee's physical or mental health. A physical attack is the assault of a fellow employee with, or without, a weapon.

Acts of this nature will result in disciplinary action up to and including immediate termination of employment.

If an employee of the College feels that he/she has been the subject of workplace violence, he/she should report the incident immediately to his/her supervisor, department head, or to the Human Resources Officer.

## CATAWBA COLLEGE BUSINESS ETHICS POLICY

### **PURPOSE:**

Catawba College employees will maintain the highest ethical standards in the conduct of College affairs. Intent of this policy is that each employee will conduct the College's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

### **BUILD TRUST AND CREDIBILITY**

The success of our business is dependent on the trust and confidence we earn from our employees, customers, vendors, parents and students. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching College goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for Catawba College? Will it help create a working environment in which Catawba College can succeed over the long term? Is the commitment I am making one that I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build our trust and credibility.

### **RESPECT FOR THE INDIVIDUAL**

We all deserve to work in an environment where we are treated with dignity and respect. Catawba College is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to the success of the College. We cannot afford to let anyone's talents go to waste.

Catawba College is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive, or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her supervisor or to the Human Resources Officer.

### **CREATE A CULTURE OF OPEN AND HONEST COMMUNICATION**

At Catawba College everyone should feel comfortable to speak his or her own mind, particularly with respect to ethics concerns. Managers/supervisors have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

Catawba College will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the College will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Employees are encouraged, in the first instance, to address such issues with their managers/supervisors or the Human Resources Officer, as most problems can be resolved quickly. If for any reason that is not possible or if the employee is not comfortable raising the issue with his or her manager/supervisor the Human Resources Officer does operate with an open-door policy.

### **SET TONE AT THE TOP**

The administration of the College has the added responsibility for demonstrating, through their actions, the importance of this code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example.

To make our code work, managers/supervisors must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Catawba College, we want the ethics dialogue to become a natural part of daily work.

### **UPHOLD THE LAW**

Catawba College's commitment to the integrity begins with complying with laws, rules and regulations where we do business. Further, each one of us must have an understanding of the College policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or College policy, we should seek the advice from the senior administrator responsible for the area in which we work. We are responsible for preventing violations of law and for speaking up if we see possible violations.

Because of the nature of our business, some legal requirements warrant specific mention here.

#### *Competition*

We are dedicated to ethical, fair and vigorous competition. We will "sell" our services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit

improper payments or gratuities in connection with the purchase of services for Catawba College or the sales of its services, nor will we engage or assist in unlawful boycotts of particular customers, suppliers, etc.

### Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

### Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to Catawba College, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to ensure that our presentations do not contain material nonpublic information.

### Health and Safety

Catawba College is dedicated to maintaining a healthy environment. A safety committee is in existence and safety rules and regulations are in place.

## **AVOID CONFLICTS OF INTEREST**

### Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of the College may conflict with our own personal or family interests because of the course of action that is best for us personally may not be the best course of action for the College. We owe a duty to the College to advance its legitimate interests when the opportunity to do so arises. We must never use Catawba College property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with the College.

Here are some other ways in which conflicts of interest could arise:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with the College.
2. Hiring and/or supervising family members or closely related persons.
3. Owning or having a substantial interest in a competitor, supplier or contractor.
4. Having a personal interest, financial interest or potential gain in any Catawba College transaction.
5. Placing company business with a firm owned or controlled by a Catawba College employee or his or her family.
6. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Catawba College employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from the member of the senior administrator responsible for the area where the employee works. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager/supervisor and/or the Human Resources Officer.

#### *Gifts, Gratuities and Business Courtesies*

Catawba College is committed to competing solely on a merit of our services. We should avoid any actions that create a perception that favorable treatment of outside entities by the College was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the College does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of the College or would cause embarrassment or reflect negatively on the College's reputation.

Most business courtesies offered to us in the course of our employment are offered because of our positions with the College. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at the College to obtain business courtesies, and we must never ask for them, we may accept

unsolicited business courtesies that promote successful working relationships and good will with the firms that the College maintains or may establish a business relationship with.

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the College's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when the College is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain Catawba College business.

#### Meals, Refreshments and Entertainment

We may accept meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

#### Gifts

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Generally, employees may not accept compensation, honoraria or money of any

amount from entities with whom the College does business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from the employee's manager/supervisor.

### Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon the College. An employee may never use personal funds or resources to do something that cannot be done with College resources. Accounting for business courtesies must be done in accordance with approved College procedures.

We may provide nonmonetary gifts (i.e., College logo apparel or similar promotional items) to our customers, suppliers, vendors, and others in the community. Further, senior administration may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of the College.

## **SET METRICS AND REPORT RESULTS ACCURATELY**

### Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform the senior administrative officer that manages their particular area and/or the Human Resources Officer if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

### Corporate Recordkeeping

We create, retain and dispose of our College records as part of our normal course of business in compliance with all College policies and guidelines, as well as all regulatory and legal requirements.

All College records must be true, accurate and complete, and College data must be promptly and accurately entered in our books in accordance with the College's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of College books, records, processes or internal controls.

### **PROMOTE SUBSTANCE OVER FORM**

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At Catawba College, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that the College is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we should do so.

Although the College's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

### Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if we are uncertain about College policy. If we are concerned whether the standards are being met or are aware of violations of the code, we must contact the senior administrator managing our area and/or the Human Resources Officer.

Catawba College takes seriously the standards set forth in this code, and violations are cause for disciplinary action up to and including termination of employment.

## **BE LOYAL**

### *Confidential and Proprietary Information*

Integral to Catawba College's business success is our protection of confidential information, as well as nonpublic information entrusted to us as employees, customers and other business partners. Confidential and proprietary information includes such things as costs, financial data, personal information of our employees, or nonpublic information about other companies, including current or potential suppliers and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

### *Use of College Resources*

College resources, including time, material, equipment and information, are provided for College business use. Nonetheless, occasional personal use is permitted as long as it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent the College are trusted to behave responsibly and use good judgment to conserve College resources. Managers/supervisors are responsible for the resources assigned to their areas and are empowered to resolve issues concerning their proper use.

Generally, we will not use College equipment such as computers, copiers and fax machines in conducting outside business or in support of any religious, political or other outside daily activity, except for College requested support to nonprofit organizations. We will not solicit contributions or distribute non-work related materials during work hours.

In order to protect the interests of the College network and our fellow employees, the College reserves the right to monitor or review all data and information contained on an employee's College issued computer or electronic device, the use of the Internet, or the use of the intranet. We will not tolerate the use of College resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Questions about the proper use of College resources should be directed to your manager/supervisor.

### Media Inquiries

Catawba College is a high profile company in our community, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the College, we should direct all media inquiries to the Chief Communications Officer. No one may issue a press release without first consulting with the Chief Communications Officer.

### **DO THE RIGHT THING**

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the College's guiding principles, code of conduct and other policies?
- Have I been asked to misrepresent information or deviate from normal practices?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, the College, and myself?
- What would I tell my child to do?
- Is this the right thing to do?

## WHISTLEBLOWER POLICY

Catawba College expects all employees to conduct all business and College-related transactions and practices in a highly ethical and legal manner and in accordance with the College's policies and procedures. Any employee having knowledge of any business dealings that are not within this standard or violate federal, state or local statutes should immediately report such activity to the Chair of the Board of Trustees or his/her designee. The name, address and other contact information about the contact person on the Board of Trustees will be made available to all employees by the President of the College.

Whistle blowing occurs when an employee brings attention to any improper, dangerous, illegal, or unethical business and College-related practice(s) engaged in by College employees to the Chair of the Board of Trustees or his/her designee. Employees bringing such practices to the attention of management or proper authorities will be protected from actions of retaliation.

Catawba College prohibits retaliation, including, but not limited to, making threatening communication by verbal, written, and/or electronic means, against any individual who reports and/or communicates any information concerning unlawful practices and/or violations of College policies, rules and standards of conduct. Any employee found engaged in retaliation will be subject to disciplinary action up to, and including, termination of employment.

The College will not discharge or discriminate against any employee with respect to compensation, terms, conditions, or privileges of employment because the employee (or any other person acting pursuant to the request of the employee) reports, discloses, testifies, or otherwise informs any local, state or federal government authority, or the Chair of the Board of Trustees and/or his/her designee.

The College shall ensure that allegations made by an employee of misconduct or other irregularities on the part of anyone associated with the College are dealt with impartially, respecting the rights of the involved parties for confidentiality and disclosure.

## PERSONAL USE OF COLLEGE FACILITIES AND EQUIPMENT

All employees are expected to perform their normal work duties during their scheduled work hours. Use of College telephones for personal matters should be limited, whether the calls are incoming or outgoing. When such calls are necessary, they should be as brief as possible.

Employee work areas, desks, office equipment and vehicles are examples of facilities and equipment provided by the College. The College reserves the right to enter these work areas and monitor the use of vehicles and office equipment.

Personal use of College equipment or supplies such as vehicles, copy machines, facsimile machines, computers and other equipment and supplies is expressly prohibited unless the employee receives prior approval from his/her supervisor. The employee assumes responsibility for any damage to the College equipment or supplies.

## CAR REGISTRATION

A car, which will be operated and parked on the College campus, must be registered at the Office of Public Safety on the first day of employment. At that time, the employee will receive a copy of the regulations and a parking sticker/hang tag. The sticker/hang tag is to be displayed on the employee's vehicle. Please read and observe these regulations to assure an orderly flow of traffic and parking.

## INCLEMENT WEATHER POLICY

The following policy governs decisions relevant to inclement weather:

1. In the event of inclement weather, the President of the College will determine whether or not the College will be closed or delayed. If the inclement weather comes in during the day, a decision about evening classes (School of Graduate and Evening Studies) will be made by 1:00pm on the day in question.
2. The College will be closed to all non-critical employees and all classes will be cancelled if extremely hazardous conditions prevail throughout the region. This information will be communicated to members of the campus community through the CatawbAlerts notification system and the same information will be available on the college website at <http://e2.catawba.edu>. A secondary method of notification will be the regional media outlets listed on the Catawba College website and found listed in this policy.
3. The President of the College will also determine if the College will operate on a delayed schedule and this information will be communicated through the CatawbAlerts notification system and through the college website at <http://e2.catawba.edu>, and secondarily on the regional media outlets listed on the Catawba College website and found listed in this policy.
4. If no announcement is made through the CatawbAlerts system and/or the media outlets, then the College is open and operating on a regular schedule.
5. If you have questions about whether to report to work or not, you may call (704) 637-4000 (Office of Public Safety) to verify the status of the College.
6. During periods of inclement weather, all employees should exercise caution and common sense in determining their ability to travel to the College on those days when the College is open. Given the diversity of our College staff, there is a wide variation in where individuals live as well as in the need for them being at work at any particular time. Staff members and the College share, however, an interest and a concern for both getting the work done and protecting the well being of those performing the work. In this spirit, it is anticipated that staff members will make every effort consistent with their own safety to be at work, especially those in critical positions and responsible for the provision of essential services (Office of Public Safety, Dining Services, Maintenance, Housekeeping, Office of Student Affairs, and others).
7. Staff who are unable to travel to the campus due to inclement weather will not be penalized by having to make up the lost time or using a benefit day.
8. The Chief Communications Officer and/or his/her staff will notify local and regional radio and television stations regarding the College operations. The media outlets are

listed below as well as on the Catawba College website.

**MEDIA OUTLETS TO BE USED BY CATAWBA COLLEGE IN CASE OF  
INCLEMENT WEATHER**

In the event of inclement weather, the following media outlets will be used as a secondary way to notify faculty, staff, and students of cancellations or delays and they will broadcast pertinent information concerning Catawba College's schedule.

**TELEVISION STATIONS:**

WXII-Winston Salem  
WBTV-Charlotte  
WSOC-Charlotte  
WCNC-Charlotte  
WCCB – Charlotte  
WFMY-Greensboro  
WGHP-Greensboro/High Point  
Time Warner Cable News 14-Charlotte

**RADIO STATIONS:**

WSAT-AM (1280)-Salisbury  
WSTP-AM (1490)-Salisbury  
WFAE-FM (90.7)-Charlotte  
WBT-AM (110)-Charlotte  
WDAV-FM (89.9)-Davidson  
WFDD-FM (88.5)-Winston-Salem

The following pay policy will be followed when the College is “CLOSED” due to inclement weather.

Effective February 1, 2011, the following policy will be followed regarding the pay of full-time (30 hours or more each week) employees when the College is “CLOSED” due to inclement weather.

Hourly paid employees who are not able to get to the campus will be paid their regular hourly rate for the day but the hours paid will not be counted towards hours worked for the week.

Hourly paid employees who do report for work will be paid for the hours worked on the day in question and will be allowed to either take the equivalent hours off with pay at a later date or just receive the extra pay for the day in lieu of taking the day off at some future date. The future day off with pay will be coordinated with the immediate supervisor. As above, the day off with pay or the day’s pay in lieu of a day off, will not be counted towards hour worked during the applicable week.

If the College opening is delayed, hourly employees will be paid for a normal 8-hour work day plus any additional time that they work prior to the delayed opening time.

Salaried staff do not have to report to work when the College is “CLOSED”. They will not have to use a benefit day (vacation, sick or personal) to cover the absence. The day is a “Free Day” for all salaried employees.

Salaried exempt employees who report to work when the College is closed or delayed will be eligible for additional time off later equal to the hours worked on the inclement weather day.

Regular pay policies will be followed when the College delays opening due to inclement weather.

## WEAPONS ON CATAWBA COLLEGE PROPERTY

It is against College policy to possess weapons (concealed or otherwise) on the College campus. This can be defined as any illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises or use of any such item even if legally possessed, in a manner that harms, threatens, or causes fear to others. No person, including but not limited to students, faculty, or staff shall possess, or carry, whether openly or concealed, any gun, rifle, dynamite cartridge, bomb, grenade, mine, explosive, bowie knife, dirk, dagger, sling-shot, leaded cane, switchblade knife, blackjack, metal knuckles or any other weapon of like kind, not used solely for instructional or College-sanctioned ceremonial purposes, in any public or private College building or vehicle. Regardless of faculty/staff residence location on campus, Catawba continues to prohibit weapons as outlined in our policy. Possession of any type of firearm, explosive (including any type of fireworks) or any other weapon is not allowed on campus. All BB, pellet, or air rifles are considered firearms and are not permitted on campus.

This policy pertains to all campus areas including, but not limited to, common areas, public or private buildings, vehicles, student housing, and any campus residences occupied by full-time and/or part-time employees of the College.

This policy does not apply to law enforcement personnel who are on campus in the conduct of their duties.

Persons violating the provisions of this section may also violate state and/or federal law and be subject to fines and penalties. Catawba College will implement strict consequences for members who violate these provisions, and violators are subject to termination, suspension and/or expulsion from the College.

## VIOLENCE ON OUR CAMPUS

There are several indications of a potential threat which, taken by themselves, may not be immediately obvious. Nevertheless, you may only be seeing part of what is going on and so it's very important to tell a supervisor or campus resource person any cause for concern that you may have.

Warning signs can manifest themselves in many forms: one-on-one settings, group interaction, public behavior, letters, e-mails, blogs, websites, social networking sites, photos, phone calls, text messages, etc.

### **THE SAFETY OF OUR CAMPUS IS EVERYONE'S RESPONSIBILITY**

We are fortunate to have a Threat Assessment Team (TAT) on campus. The TAT has three major functions:

- Identification of a potential perpetrator,
- Assessment of the risk of violence posed by a given perpetrator at a given time, and
- Management of both subject and the risks that he/she presents to a given target.

TAT Members include:

Dean of Students  
Director of Public Safety  
Director of Health Services  
Student Conduct Officer/Director of Residential Life  
Student Affairs Administrative Assistant  
Director of Counseling and Disability Services  
College Counselor

To report any concerns all you need to do is: **TELL SOMEONE!!!**

Tell a colleague and/or your supervisor  
Call Public Safety at (704) 637-4000  
Call the Dean of Students at (704) 637-4410  
Call 911 if threat appears to be immediate  
File a report through CatLink  
Login to CatLink  
Under the Home Tab, click on the CatWatch link  
Fill out the form

And remember----

**SILENCE CREATES AN ENVIRONMENT THAT FACILITATES VIOLENCE.**

Emergency web pages can be found at: <http://catawba.edu/students/emergency-information/>

