

**BACONE COLLEGE  
STAFF HANDBOOK**

**October 1, 2016**

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## RECEIPT FOR STAFF HANDBOOK

I acknowledge that I have received a copy of Bacone's Staff Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that Bacone College is an "at will" employer and as such employment with Bacone is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No Supervisor or other representative of the College except the President or Board of Trustees has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states Bacone's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Bacone for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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STAFF HANDBOOK  
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## **FOREWORD**

This Handbook serves as a guide for some of Bacone College's basic, policies, practices, and procedures as they apply to classified staff, (exempt, non-exempt, non-faculty employees.). This handbook is for informational purposes and does not create or form an expressed or implied contract. The College may add, revoke or modify policies, practices and procedures at any time. It is not intended to change or modify Oklahoma's Employment-at-Will Law.

## **MISSION STATEMENT**

### **Bacone College Mission Statement**

Bacone College, an independent institution related to the American Baptist Churches, USA, maintains its commitment to serving American Indians within a culturally diverse community. The College, through its baccalaureate and associate degree programs, challenges students to develop intellectual and social skills, spiritual values and healthy lifestyles by providing quality education in a nurturing Christian environment.

## **ACCESS TO PERSONNEL FILE RECORDS**

### **Personnel Files**

Employee files are maintained in the Human Resources Office and are considered confidential. Team Members and Supervisors may only have access to personnel file information on a need-to-know basis. A Team Member or Supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file.

Personnel files are to be reviewed in the Human Resources Office. Personnel files may not be taken outside of the department.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Human Resources Representative in response to the request, a legal subpoena, or court order.

Personnel file access by current employees, to their own files, will be permitted within 3 days of the request.

All employee files are the property of Bacone College.

## **AT-WILL EMPLOYMENT STATEMENT**

Your employment with Bacone College is a voluntary one and is subject to termination by you or Bacone College at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Bacone College employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or Board of Trustees, whichever is applicable.

## **ATTENDANCE**

### **Policy**

All employees are expected to be at their desks (assigned workplace), ready to work at their regular starting time each day on which they are scheduled to work.

Similarly, staff is allowed to take authorized breaks and must return within the allotted time.

### **Application**

Non-exempt staff is expected to clock in when they arrive at the beginning of each scheduled workday and clock out when they leave at the end of their scheduled workday. Non-exempt staff should also clock out for lunch, and back in after lunch. Note: Employees should not clock in more than 5 minutes prior to their regular starting time or 5 minutes after their regular ending time unless they have been pre-approved for overtime pay.

While exempt staff is not required to clock in on a daily basis, Department Directors, Team Members or designees are responsible for the accounting of exempt staff time.

### **Lateness**

An employee who is not at his/her desk (assigned workplace) prepared to work at the beginning of his/her scheduled work time is considered to be late.

### **Absences**

Absent time is defined as:

- Time off without pay; and/or
- Time charged to sick time.

An absence of several days duration will be treated as one (1) occurrence.

Employees must notify their Supervisor in advance, whenever possible, of any absence. When prior notification is not possible, staff should call their Supervisor/Designee no later than fifteen (15) minutes after their regularly scheduled starting time. When providing notification, the employee is expected to give the reason and the estimated length of the absence.

### **No Call No Show**

Employees who are absent for three (3) consecutive workdays without notifying the employer are subject to termination as "voluntary quit".

Bacone College has the right to require employees to submit a doctor's note to verify claims of illness.

### **Attendance Problems**

It is the responsibility of the employee's immediate Supervisor to monitor and maintain a record of the attendance of staff. If an employee has an attendance problem, i.e., excessive lateness (whether or not they have been docked), absence or a combination of both, the problem should be discussed with the employee as soon as it is noted.

Excessive lateness and absence guidelines are as follows:



- Six (6) occurrences of unauthorized absence in a twelve (12) month period; or
- Six (6) occurrences of lateness in a three (3) month period; or
- Any combination of the above. (Unless the absences are in compliance with the FMLA policy)

Note: An absence of several consecutive days is considered one (1) occurrence. (Please refer to the FMLA policy)

Based on the employee's past attendance record, and information resulting from the discussion, the Supervisor will take appropriate action. If a problem is defined, disciplinary action should be taken.

## **DISMISSALS AND DISCIPLINARY ACTIONS**

Every employee of Bacone has the status of "employment-at-will", meaning that no employee has a contractual right, express or implied, to remain in Bacone's employ. Bacone may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of Bacone (except the President or Board of Trustees) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

The President and Human Resources must be advised of the supervisor's intent to discharge an employee.

***THE FOLLOWING GUIDELINES MAY BE APPLIED AT THE DISCRETION OF BACONE'S MANAGEMENT:***

### **Terminations**

Valid reasons for terminations may include, but are not limited to:

- Unsatisfactory job performance
- Repeated absences without notification
- Excessive tardiness
- Failure by hourly paid employees to record their in and out times
- Leaving the job without the supervisor's permission
- Failure to observe College regulations
- Abuse of College sick leave
- Repeated use of obscene language

### **Immediate Terminations**

Any employee whose conduct, actions or performance violates or conflicts with Bacone's policies may be terminated immediately and without warning.

Causes for immediate termination include, but are not limited to the following:

- Substance abuse or the use, possession, manufacture, or distribution of illegal drugs on Bacone College property
- Theft or malicious damage to Bacone College property or physical abuse to another employee
- Insubordination
- Fighting on College property
- Sexual harassment
- Falsification of employment record
- Abandonment of job or three consecutive unexcused or unauthorized absences

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between employees and Bacone.

In all cases, a written record of the termination should be made in the employee's personnel file.

### **Discipline-Other than Immediate Termination**

All employees are expected to meet Bacone's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with Bacone's policies and procedures.

If an employee does not meet these standards, Bacone College may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with Bacone's policies and procedures and/or other disciplinary problems.

### **Verbal Counseling**

Document the reason for counseling, the date, time, and who was present.

### **Written Warnings**

The supervisor should discuss the problem and present a written warning to the employee in the presence of the Human Resources Representative. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or

reoccurs. The employee should acknowledge receipt of the warning and include any additional comments of their own, before signing it. A record of the discussion and the employee's comments should be placed in the employee's personnel file.

Employees who have had formal written warnings are not eligible for salary increases, bonus awards, promotions or transfers during the warning period.

## **EMPLOYEE CATEGORIES**

Based on the conditions of employment, employees of Bacone College fall into the following categories:

- Full-time
- Part-time
- Temporary Employees

### **Full-time**

An employee regularly scheduled to work at least 30 hours a week for Bacone College. A week is defined as a seven (7) day period to commence at 12:01 a.m. Sunday.

### **Part-time**

Part-time employees are classified as exempt or non-exempt and work a regular schedule averaging less than 30 hours a week. A week is defined as a seven (7) day period to commence at 12:01 a.m. Sunday.

### **Temporary Employees**

A temporary employee is hired for a specified project or time frame. Temporary employees do not receive any additional compensation or benefits provided by Bacone College.

## **EMPLOYEE CLASSIFICATIONS**

### **Exempt Staff**

Exempt Staff include all employees who are exempt from the wage and hour provisions of the Fair Labor Standards Act (FLSA). These employees meet the qualifications of the Department of Labor's definition of an executive, administrative, professional, highly skilled computer-related occupation or work in outside sales.

### **Non-Exempt Staff**

Non-exempt staff includes all employees of the College who are subject to the wage and hour provisions of the Fair Labor Act. These employees are paid at least the minimum wage and overtime for hours worked over 40 hours a week.

## **EMPLOYEE INSURANCE BENEFITS**

Insurance benefits are available to eligible full-time employees, who opt to enroll. Eligible employees include those who are hired to work on a full-time basis, (working at least 30 hours per week and continuously a minimum of 1440 hours during a calendar year) for a taxable income. Part-time, retired, temporary or substitute employees are not eligible for insurance benefits.

### **Health Insurance**

Bacone College provides voluntary group health insurance to eligible full-time employees. Both single and family coverage is available. Each individual is required to contribute a share of the premium costs. Details on the health insurance plan are available in the Human Resources Office and may be picked up when applying for these benefits at the time of employment.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees who lose health coverage because of termination or a reduction in the number of hours of employment or employee dependents who lose coverage because of death of the employee, divorce, legal separation or because of the 23 year age limitation for dependent children, to continue their coverage ranging from 18 to 36 months provided--

- they exercise their option for continual coverage within 60 days after the date of loss of coverage,
- they pay the applicable monthly premium plus a (two) 2 percent administrative charge on a timely basis,
- the employee or dependent does not qualify for coverage under another group health plan or Medicare, and
- Bacone College continues to offer the health plan in which the employee or dependent was enrolled.

It is your responsibility to inform your spouse and children of their COBRA rights under the law and to inform the College in writing when a member of your family becomes eligible for COBRA benefits.

### **Dental Insurance**

Bacone College provides a voluntary dental insurance benefit to eligible full-time employees. Employees may elect to cover themselves and member(s) of their family through payroll deduction. Details, on the dental insurance plan carried by

the College, are available in the Human Resources Office and may be picked up when applying for these benefits at the time of employment.

### **Life Insurance**

At no cost to the employee, Bacone College offers optional term life and accidental death & dismemberment insurance benefit to the full-time employee. All full-time employees that opt to enroll, are covered at "one-time" their annual salary.

### **Short Term Disability Insurance**

Short Term Disability Insurance is a benefit available to full-time employees, if they opt to enroll. Full-time employees, who become ill after they have used their accumulated sick time or become ill before accumulating any sick time, may file a claim for short-term disability. Short-term disability benefits begin on the 8<sup>th</sup> day of disability when your disability is due to injury or sickness. The amount of time you must be disabled before receiving benefits is called the elimination period. Further explanation is in the Short-Term Disability handbook on file in the Human Resources Office.

For payment of loss time due to on-the-job injury, see "Workers Compensation".

### **Workers Compensation Coverage**

Worker's Compensation Insurance for any injuries sustained in performing their duties covers all faculty and staff of Bacone College. Any on-the-job injury should be reported immediately to Human Resources so that treatment can be authorized and the accident forms completed.

No injured employee shall suffer a loss of pay for any portion of the waiting period prior to the initial wage-loss benefit payment by the Worker's Compensation Insurance carrier, provided the employee has sick leave, paid leave of absence, or vacation leave to cover the period.

### **Long Term Disability Insurance**

Bacone College provides LTD insurance at no cost to the full-time employee. LTD benefits begin after you have been disabled for 90 days. This plan insures payment of 60 percent of earnings prior to disability up to a maximum of \$6,000 per month. Further explanation is in the Long-Term Disability handbook on file in the Human Resources Office.

### **Other Voluntary Plans**

Bacone College offers full-time employees a variety of other voluntary plans, such as supplemental life, whole life, & critical illness insurance. These premiums may be paid through payroll deduction.

## **EXTERNAL REFERENCE CHECK DISCLOSURE OF EMPLOYEE INFORMATION**

All requests for information on current or former employees must be referred to Human Resources. Information given by phone will be limited to verification of employment dates, position held.

In response to written requests (i.e., mortgage applications), information such as salary, dates of employment, and job position may be provided, if an authorization signed by the employee is provided.

### **GENERAL POLICY**

It is the goal of the Board of Trustees to create and to manage a system of compensation, which will be equitable for all employees, and which, subject to fiscal restraint, are comparable to similar salaries of schools in our peer group and NCA data set.

Employees shall be paid every other Friday, one week in arrears unless otherwise stated by contract.

The prevailing minimum wage as established in the Fair Labor Standards Act or its amendments shall apply to all full-time, part-time, regular and temporary employees of the College, except for those positions, which may be exempted by law.

Each position shall be identified according to classification by grade and salary range. The term "range" shall apply to ratings only.

The criteria of education, past experience, and qualifications shall be used to determine both the rating and the step of the employee.

All staff employees, irrespective of grade and salary range, are employees-at-will. Grade and salary range are used for compensation purposes only.

### **INCLEMENT WEATHER STAFF**

Decisions about classes and office hours when related to uncertain weather conditions are fourfold:

1. Our concern for the personal safety of students and faculty;

2. Our need to provide learning opportunities and services for students who have invested significant dollars in and are entitled to receive those services;

3. Our significant resident population, for whom weather conditions are less of an issue; and

4. Our belief in the importance of personal choice and responsibility in individual decision-making.

These, often conflicting, values are given expression in the following procedures:

1. When weather conditions present or have potential for clear and present danger to the safety of staff and students, Bacone College will close. Notification of this will be given to TV stations (KJRH Channel 2, KOKI Channel 23, KOTV Channel 6, KTUL Channel 8) by 6:30 a.m. to be included in their announcements of school closings.

2. When weather conditions present manageable inconvenience and risk, the College will go on delayed schedule, as follows. Notification of delayed schedule will similarly be communicated via TV stations.

3. Current information about possible closings or delays is also posted to the Bacone web page; the "Inclement Weather Policy" icon is on the first page on the lower left hand side. The direct address link is <http://www.bacone.edu/inclementweather.htm> Once you are into the Inclement Weather Policy, follow the instructions: **for current information about possible closing or delays, please click here. You will then be at the Bacone College news site. A message will also be sent out through Blackboard with the closing or delayed schedule information for that day.**

MONDAY/WEDNESDAY DELAYED SCHEDULE	
REGULAR	DELAYED
9:00 a.m. – 10:15 a.m.	10:00 a.m. – 10:45 a.m.
10:30 a.m. – 11:45 a.m.	11:00 a.m. – 11:45 a.m.
12 noon – 1:15 p.m.	12 noon – 1:15 p.m.
1:30 p.m. – 2:45 p.m.	1:30 p.m. – 2:45 p.m.

TUESDAY/THURSDAY DELAYED SCHEDULE	
REGULAR	DELAYED
9:00 a.m. – 10:15 a.m.	10:00 a.m. – 10:45 a.m.

10:30 a.m. – 11:45 a.m.	11:00 a.m. – 11:45 a.m.
12 noon – 1:15 p.m.	12 noon – 1:15 p.m.
1:30 p.m. – 2:45 p.m.	1:30 p.m. – 2:45 p.m.

FRIDAY DELAYED SCHEDULE	
REGULAR	DELAYED
8:00 a.m. – 5:00 p.m.	10:00 a.m – 5:00 p.m.

4. If weather conditions are not deemed to be a threat to safety and do not result in the decision to close down, and when uncertainty remains due to varying conditions in the region, students and faculty will exercise their personal judgment about travel conditions and will be accountable for their choice. Those who are unwilling or unable to allow extra time for travel or who are personally uncomfortable with the challenge, may exercise a class cut or choose to take a personal or vacation day. Faculty who intend to exercise this choice must call in to their respective division chairs or deans. Faculty and supervisors will use their best professional judgment in accommodating those personal decisions to insure continuity of service. Supervisors and faculty, in such uncertain circumstances, have the burden of responsibility for making the "business-and-service-as-close-to-usual" decision.

### LEAVE FOR DEATH IN FAMILY

A maximum three days leave of absence with pay may be granted in the case of death in the immediate family (father, mother, sister, brother, grandparents, wife, husband, children, in-laws) of full-time employees. Part-time employees are not paid for days off because of death in the family.



## **PAYROLL DEDUCTIONS**

The only deductions automatically made from your payroll check are those required by law. The deductions are:

- Social Security
- Medicare
- Federal Income Tax
- State Income Tax

Other items that may be deducted with your authorization are:

- 401(k) contributions
- Group health insurance premiums
- Dental insurance premiums
- Supplemental voluntary insurance such as, Short Term Disability, Life, Critical Illness, etc.
- Housing, rent
- Any other approved deduction

Your paycheck stub shows your gross pay before deductions. The deductions are itemized, resulting in your net, or take-home pay. Your paycheck also shows totals as they accumulate for the year for your gross pay (before deductions) and required deductions.

### **Wage Garnishments**

A garnishment is a court order requiring an employer to withhold part of an employee's earned wages to satisfy unpaid creditors, or child support.

If a garnishment is received by Human Resources, the employee will be notified and Payroll and Human Resources will process the garnishment.

## **PERFORMANCE EVALUATION**

### **Preface**

The primary Supervisor is responsible for evaluating work performance of their employees. The purpose of employee performance evaluations is to identify areas of strength and weakness, improve work performance, and to provide a basis on which decisions may be made concerning retention, promotion, merit increases, or special adjustments.

Performance evaluation is a responsibility of every Supervisor and is a justified expectation of employees. Whenever possible the immediate supervisor should do the performance evaluation.

A formal evaluation of performance of all staff (non-faculty) is required at least once a year. The performance evaluation and written recommendations must be signed and routed through appropriate channels. A copy of the form is sent to Human Resources and inserted in the employee's personnel file.

Keep in mind that this form serves as the official record of performance evaluation and should be as complete as possible. The Department Supervisor retains one copy of the evaluation, which they refer to in later evaluations. A series of evaluations becomes a record, which should support decisions such as promotion or dismissal.

### **General Contents of Evaluation**

Each performance evaluation should address job knowledge, productivity, quality of work, initiative, dependability, managerial qualities (if applicable), overall rating of performance, and supervisor and employee comments. The President's Cabinet should approve any instrument used.

## **PERSONAL DAY**

The College allows, the full-time employee, one day per calendar year for personal circumstances not covered by other leave provisions. Personal Days may not be carried forward or accrued into the next fiscal year.

## **POST RESIGNATION/TERMINATION PROCEDURES**

### **Exit Interview**

Human Resources is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of Bacone property such as:

- Bacone Picture Identification Cards
- Cell Phone
- Lap top Computer
- Office Keys & Fobs
- Bacone-issued credit cards
- Any additional Bacone-owned or issued property

### **Benefits**

In order to receive a disbursement of any amounts due from the Retirement Plan, the employee is required to complete and sign a distribution form and submit it to Human Resources. Specific information will be provided at the exit interview.

Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA. Specific information will be provided at the exit interview.

Other benefits (i.e., Life, LTD) end on your last day of employment.

**Final Paycheck**

Employees leaving Bacone College will receive their final check in the next normal pay period.

**PROBLEM RESOLUTION**

Bacone College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response.

Bacone College strives to ensure fair and honest treatment of all employees. Supervisors, Team Members, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern. No employee will be penalized, formally or informally, for voicing a complaint with Bacone College in a reasonable, business-like manner.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to present the problem to his or her immediate Supervisor. If the employee believes it would be inappropriate to contact the immediate supervisor, the employee may present the problem to the Human Resources Representative, or any member of management including the President.

Not every problem can be resolved to all parties' complete satisfaction. However, through discussion and understanding employees and management can develop confidence in each other. Bacone College strives to build such confidence and believes it is important to the operation of an efficient and harmonious work environment.

## RECRUITMENT AND SELECTION

### Policy Statement

Bacone College is committed to employ, in its best judgment, the candidate best suited for approved Bacone College positions, while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of Bacone College to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

### PROCEDURE

#### Definitions

**Requisition Form** – The “Requisition” is an approved form authorizing the recruitment of regular full-time and part-time employees and temporary and Contract employees. All requisitions require appropriate approvals.

**Replacement Requisition** – Indicates a position that has been vacated by the transfer or termination of a current, regular employee and requires management approval through the President of Bacone College. These requisitions are opened for the same or comparable position as the employee who vacated the position, to include salary structure. Not required for the replacement of temporary (agency) workers. Replacements of temporaries should be discussed with Human Resources.

**Add to Headcount Requisitions** – Indicate a new position is being created and that there is not a current, regular employee in the position. This requisition requires management approval through the President of Bacone College. Required for the addition of temporary (agency) workers for either long term or short-term assignments.

#### REQUISITION APPROVAL MATRIX

<b>Replacement of Regular Employees</b>	<b>Add to headcount Add temp to hire</b>	<b>Short Assignment Temp</b>
<b>TEAM Member</b>	<b>TEAM member</b>	<b>TEAM Member</b>
<b>VP of Finance or CFO</b>	<b>VP of Finance or CFO</b>	<b>VP of Finance or CFO</b>
<b>Human Resources</b>	<b>Human Resources</b>	<b>Human Resources</b>
<b>President</b>	<b>President</b>	<b>President</b>

### **Job Postings**

Job postings will be displayed on various Bacone College bulletin boards around campus, for employees to review. Jobs remain on the posting until the position is filled or at Team Member's discretion.

### **Internal Transfers**

Employees who have been in their current position for at least 90-days may apply for internal job openings. This may be waived with the consent of the employee's Supervisor and Human Resources. Employees must complete the "Internal Job Opening Request Form", and turn the form into Human Resources. All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Human Resources will notify internal candidates, who are not selected. Once transferred to a new position, employees should receive a 90-day performance review for the new position.

### **RECRUITMENT PROCEDURE**

The Hiring Supervisor submits the approved, completed Requisition to Human Resources.

Human Resources will contact the Hiring Supervisor to determine the most cost effective method of recruitment and selection. Expenditures relating to the recruitment of potential employees must be pre-approved by the President of Bacone College in the form of a purchase order.

Human Resources will submit resumes of candidates to the Hiring Supervisor. The Hiring Supervisor will identify the most appropriate candidates for interviewing. This process was established for external non-agency hires only.

### **SELECTION PROCEDURE**

Agency employees working under a temp-to-hire arrangement may be administratively transferred from their agency to Bacone College after a 60 to 90 day evaluation period (depending on negotiated arrangements with the servicing agency) assuming their performance is satisfactory and the position is approved to be filled.

Hiring Supervisors are responsible for conducting timely, effective interviews of qualified candidates for the position. Human Resources is available to advise on interview techniques and final candidate selection. Interviewing candidates should complete a Bacone College Job Application.

The final candidate shall have employment reference checks and background checks conducted by Human Resources.

### **RESPONSIBILITY**

Human Resources is responsible for the overall management of the recruitment and selection processes including employment-related agency relationships,

contract negotiations and maintenance, and the processing of new requisitions, offers, and employees.

## **RETIREMENT PLAN**

### **Tax Deferred Annuities**

Bacone College's retirement plan is funded with a 401k Plan. Participation in the Bacone College retirement plan is voluntary, but highly encouraged. The retirement plan is a five-for-five plan. Employees must contribute 5% of their gross salary to receive a 5% matching contribution from Bacone College. The employee may choose to contribute more or less than 5%, but there is no matching contribution made by Bacone College on their behalf.

To invest in a tax-deferred (or tax-sheltered) 401k Plan, you and Bacone College enter a written agreement under which you authorize a reduction in salary in order to release funds for Bacone to pay as premiums on an annuity contract that is fully vested in you. Within the limits prescribed by law, such premiums are not taxed to you current; rather, they and their earnings will be taxed when you receive them as benefits.

## **SAFETY AND HEALTH**

### **Policy**

It is the policy of the College that each work location be kept free of hazards that may cause physical harm or illness to staff members. All members of the campus community are responsible for implementing this Policy. Direction and assistance is provided by Senior Management (includes Department Team Members, and the President) and Human Resources.

Failure to follow the following Policy and procedure may result in loss of benefits to the injured or ill employee, or violation of the Worker's Compensation laws and the Federal Occupational Safety and Health Act.

- Perform work in a safe manner.
- Report any injury or occupational illness to the Supervisor immediately.

### **Responsibilities:**

#### **Supervisors**

- Knowing and enforcing the safety and health requirements for all tasks
- Keeping subordinates informed of required safe practices
- Ensuring that each employee is properly instructed in the safest manner to perform work

- Ensuring that the physical areas in which employees work are free of hazard
- Ensuring that each employee is informed of the potential danger to his or her safety if instructions are not followed
- Taking appropriate disciplinary action promptly upon the occurrence of a willful violation.
- Seeking the advice of Senior Management if a question concerning a safety procedure arises which he or she cannot handle alone
- Seeing that an injured or ill person receives proper and immediate treatment for any injury or illness
- Promptly notifying Human Resources of accidents or illness involving any employee of Bacone College.
- Thoroughly investigating the circumstances of each accident or illness
- Notifying Senior Management involved in the accident or the material or substance, which may have induced an occupation illness.

### **Senior Management**

Senior Management is responsible for assisting Supervisors in developing and implementing an effective occupational safety and health program.

### **Human Resources**

Human Resources is responsible for notifying an injured employee of his or her Worker's Compensation benefits. Human Resources is also responsible for filing the required reports on a timely basis. Both of these responsibilities are detailed under "Procedure".

### **Procedure**

#### **Supervisor's Responsibility**

If an employee is injured on the job or becomes sick, the Supervisor should do the following:

- Obtain first aid and medical assistance as needed. The College's insurance carrier for on-the-job injuries approves various area medical centers. The College carrier for Workers' Compensation insurance retains the right to initially control medical treatment.
- Investigate each accident or occupational illness promptly and thoroughly.
- Notify Human Resources immediately.

#### **Employee Selection of Treating Physicians**

The employee is free to select a physician of his or her own choice and treatment at a facility of his or her own choice within a reasonable geographic area. The attending physician must accept Worker's Compensation claims.

## SICK LEAVE

Sick leave for full-time employees shall accrue at the rate of 1.85 hours for each biweekly pay period successfully completed, up to a maximum of six (6) days annually. Sick time does not accrue during unpaid sick leave or short-term disability. Sick time is accrued during vacation. Sick time may be accumulated up to a maximum total of sixty (60) days.

Sick time may be used for any illness, which requires time off from work. A pregnancy-related illness shall be treated the same as any temporary disability for all personnel actions (length and extension of leave, retention of seniority, reinstatement, or fringe benefits). The employee's physician determines the length of time off due to pregnancy. Payment during this time will be covered first by the Sick Leave Policy and then by the Short-Term Disability Policy,

Sick time may also be used to care for the illness of the employee's spouse, child, parent, for whom the employee has primary care responsibility. (See Family Medical Leave for further details.)

The College, through your Supervisor, reserves the right to request proof of illness from a physician in any case where you are personally absent due to illness or where you request to use your sick time because of the illness of your spouse, child or parent.

No payment shall be made at any time for unused sick leave. Staff terminating employment with Bacone College shall forfeit all unused sick leave.

In addition, the following rules apply:

- In order to receive sick leave, the employee shall notify her/his Supervisor within the first two (2) working hours of the day, unless incapacitated.
- Unaccrued sick leave shall not be granted under any circumstances.
- A new employee shall not be granted sick leave until he/she has completed (3) months of service. However, sick leave shall accrue starting at the beginning of employment.
- Sick leave may not be taken during lay-off.
- An employee shall not undertake any gainful employment during sick leave.
- No injured employee shall suffer a loss of pay for any portion of the waiting period prior to the initial wage-loss benefit payment by the Worker's Compensation Insurance carrier, provided the employee has sick leave, paid leave of absence, or vacation leave to cover the period. Employees injured on duty shall be eligible for the benefits of sick leave under the same conditions as uninjured employees.
- Sick leave taken shall not affect employee's seniority rights.

The rate of pay for sick leave shall be the rate the employee is earning at the starting date of the sick leave.



## VACATION TIME

### **Full-time Staff**

Full-time staff shall accrue vacation time at the following rate:

- First year through fifth year – 3.06 hours per biweekly pay period, or ten (10) days per year.
- Sixth year through fifteen year – 4.62 hours per biweekly pay period, or fifteen (15) days per year.
- Sixteenth year to maximum – 6.15 hours per biweekly pay period, or twenty (20) days per year.

### **Procedures**

In addition, the following rules apply:

- Supervisors shall be responsible for the scheduling of vacations based on the needs of the College. Where possible, preference in scheduling shall be given to employees with higher seniority.
- Vacation requests of more than 3 days must be made at least 5 business days in advance. Vacation requests up to 3 days are at the discretion of your Management Team member. Exceptions to this policy can be made to your Management Team member, who will make a recommendation to the President.
- Holidays falling within vacation leave are not charged as vacation leave.
- Upon separation for any reason, an employee shall be entitled to compensation for any and all unused vacation leave accrued.
- Employees transferred shall have all vacation leave accrued transferred to the new position. Such an employee shall not be paid for vacation leave due on the date of such a transfer.
- An employee shall commence to accrue annual vacation leave at the beginning of employment, but may not use vacation time until they have been employed for at least ninety (90) days.
- Vacation time accumulates annually from August 1<sup>st</sup> to July 31<sup>st</sup>. All employees should strive to use their vacation time within this time frame. If necessary, unused vacation leave may be carried a maximum of six months from the annual cut-off date of July 31<sup>st</sup>. After January 31<sup>st</sup>, all previous year accruals will be forfeited, unless the President and Human Resources have authorized that an exception to this rule is made in a particular case for the benefit or convenience of the College.
- Advance vacation leave may be granted for up to one week with approval from the Office of the President. If at any time employment terminates with Bacone College, all vacation time taken in advance will be deducted from the employee's final week of pay.
- The rate of pay for vacation leave shall be the rate the employee is earning at the time of the start of the vacation.
- Vacation earned at full-time rate will not be reduced if the employee becomes a part-time employee.

- Employees who are members of the military reserve or National Guard may serve annual tours with these units in addition to vacation leave. However, employees on military duty shall be limited to pay for the difference between wages for military duty and College wages.
- Extensions to vacation leave may be granted at the convenience of the College, if the employee requesting the extension is eligible for the other appropriate type of leave, including paid and unpaid leaves of absence and illness leaves. Such extensions must be applied for and approved, in writing, by the supervisor and the Office of the President.
- Emergency leave, if necessary during a vacation leave, shall be added to the time the employee is free from duty, and the employee shall have the vacation leave extended by the appropriate amount of time.

## **SOLICITATION, DISTRIBUTION, AND POSTING**

### **Policy Statement**

Bacone College prohibits the solicitation, distribution and posting of materials on or at Bacone College property by any employee or non-employee, except as may be permitted by this Policy. The sole exceptions to this Policy are charitable and community activities supported by Bacone College management and Bacone-sponsored programs related to Bacone College products and services.

### **Provisions**

Non-employees may not solicit employees or distribute literature of any kind on Bacone College's premises at any time without Administrative approval.

Employees may not solicit other employees during work time, except in connection with a Bacone College approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a Bacone-sponsored event.

## **STAFF TEACHING AUTHORIZATION AND COMPENSATION**

Administrative and professional staff may be encouraged to teach in the College's regular academic program or in its Division of Adult Education if their teaching makes a special contribution to the academic program and if it is difficult to find other instructors of equal competency. In addition, administrative and professional staff may teach in order to stay current in their field or for their own professional development. Serving in the role of an instructor provides greater contact with our chief constituency—our students and can provide mutual benefit to the student, the staff member, and the Institution as a whole.

In order to teach a course, a staff member must obtain approval of the appropriate division chair/dean, the staff member's cabinet-level supervisor, the Vice President and Dean of Faculty, and the President prior to the commitment to teach. The College's Recommendation to Hire Form is the instrument that would document each of these approvals. A staff member would be eligible for compensation at the appropriate adjunct rate for each course he/she teaches beyond their first main campus course or for courses taught that are not main campus offerings.

Questions regarding this policy should be directed to the Office of Academic Affairs.

## **VOLUNTARY TERMINATION OF EMPLOYMENT**

### **Voluntary Termination Procedures**

If you wish to voluntarily terminate your employment with the College, you may do so by written notification to your Supervisor. This notification is to be presented at least two weeks prior to the date of termination. An exit interview should be scheduled, with Human Resources, on your last date of employment.

You will be paid for vacation time accrued up to the last day of work at the College.

## **WORKPLACE VIOLENCE**

Bacone College provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this Workplace Violence Policy.

### **Prohibited Conduct**

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee

- Possession of a weapon while on Bacone property or while on Bacone business

### **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to a member of Security, Supervisor or Human Resources. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Bacone College will actively intervene at any indication of a possibly hostile or violent situation.

### **Risk Reduction Measures**

**Hiring:** Human Resources takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

**Safety:** Bacone College conducts inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

**Individual Situations:** While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Security, a Supervisor or Human Resources if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

### **Dangerous/Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on Bacone premises will be reported to the proper authorities and fully prosecuted.

## WORKWEEK, WORKDAY AND OVERTIME

The workweek for College employees shall normally be forty (40) hours within any seven (7) day period, each seven (7) day period to commence at 12:01a.m. Sunday. The workday for employees shall normally be eight (8) hours within any twenty-four (24) hour period.

### Non-Exempt Positions

Overtime shall be paid at the rate of one and one-half times (1 1/2) the regular hourly rate for hours worked in excess of forty (40) hours in a seven (7) day workweek. Paid benefit leaves granted by the College during this period of time, such as vacation, holiday or sick leaves, shall not be included in calculations for overtime pay.

Supervisors must authorize all hours worked in excess of an employee's normally scheduled workweek, in advance.

### Exempt Positions

The College has identified certain positions within its schedule of full-time employees as being Exempt in accordance with the provisions of the Fair Labor Standards Act as amended. The College does not pay overtime for work performed by Exempt employees.

## Dress Code Policy

It is important to Bacone College and the various constituents we serve to always have our employees provide an appearance of professionalism. All Bacone College employees, full-time, part-time, and adjunct faculty will adhere to a standard of acceptable attire while engaged in College business either on or off campus.

***All Bacone employees, faculty, staff, and adjuncts, will be required to adhere to the following dress codes:***

### ***During the fall, spring, and summer (Monday-Friday):***

Business Casual dress is required. For men this is trousers, khakis pants, or walking shorts, and a shirt with a collar. For women this is trousers, skirts, or walking shorts, and a blouse or shirt with a collar. **No jeans including jean shorts.**

Employees are encouraged, **but not required**, to wear Bacone College polo shirts. For hourly employees, the College will provide three BC polo shirts from the Bookstore at no cost. Other employees may purchase these shirts from the Bookstore at cost.

Failure to wear the appropriate attire will result in the following disciplinary action:

1) The *first time* an employee is identified wearing inappropriate attire the employee will be asked to leave work and quickly return in the appropriate clothing.

2) The *second time* an employee is identified wearing inappropriate attire the employee will be required to leave work, quickly return in the appropriate clothing, and have a Letter of Warning placed in his or her employment file.

3) The *third time* an employee is identified wearing inappropriate attire the employee will be subject to employee disciplinary action.

Exceptions to this policy can only be approved by the President's Management Team.

## **Employee Payroll Advances**

Bacone College is under no legal obligation to make a pay advance to an employee for any reason. This policy recognizes that employee payroll advances will not be offered by Bacone College.

## **Non-Retaliation Policy**

Bacone College policy prohibits the taking of any retaliatory action for reporting or inquiring about alleged improper or wrongful activity.

### **1. Encouragement of Reporting**

Bacone College faculty and staff members are encouraged to report in good faith all information regarding alleged improper or wrongful activity that may constitute:

- Discrimination or harassment;
- Fraud;
- Unethical or unprofessional business conduct;
- Academic, scientific or research misconduct;
- Noncompliance with University policies/procedures;
- Circumstances of substantial, specific or imminent danger to a faculty or staff member or the public's health and/or safety;
- Violations of local, state or federal laws and regulations; or
- Other illegal or improper practices or policies.

The College is firmly committed to a policy that encourages timely disclosure of such concerns and prohibits retribution or retaliation against any faculty or staff members who, in good faith, report such concerns. No faculty or staff member will be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.

## **2. Protection from Retaliation**

Any Bacone College faculty or staff member who, in good faith, reports such incidents as described above will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, discharge, or other discrimination including but not limited to discrimination in compensation or terms and conditions of employment that are directly related to the disclosure of such information. In addition, no faculty or staff member may be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations.

## **3. Reporting Process**

Faculty and staff members should timely report evidence of alleged improper activity as described above by contacting their immediate supervisor, department chair, dean, or administrative head. Any instances of alleged retaliation or retribution should be reported in the same manner. Where the faculty or staff member is not satisfied with the response of the supervisor, department chair, dean or administrative head, or is uncomfortable for any reason addressing such concerns to one of these individuals, the faculty or staff member may contact the Office of Human Resources or the Office of the Provost.

All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

## **Policy for a Tobacco-free Campus**

**INTRODUCTION:** According to the U.S. Surgeon General's Report, tobacco use and smoking causes disease and premature death in children and adults who smoke. Additionally, secondhand smoke exposure causes death and disease in children and adults who do not smoke.

**PURPOSE:** To protect the health & safety of college faculty, staff, students and visitors on campus, and create a healthier and cleaner campus environment.

**DEFINITION:** For the purposes of this policy:

Smoking is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes and hookahs.

Tobacco use is defined as the use of any tobacco product include, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuf, e-cigarettes and other smokeless products.

## **POLICY:**

The use of tobacco (including cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by campus, including (but not limited to):

- all interior space on campus and property leased by the university/college, including the agricultural research centers and other remote sites;
- all outside property or grounds on college campuses, including areas such as walkways, breezeways, parking lots, and patios;
- all outside property leased by the university/college;
- all vehicles leased or owned by the university/college;
- all indoor and outdoor athletic facilities.

## **COMPLIANCE:**

All college employees, students, visitors, guests and contractors are required to comply with this policy, which shall remain in effect at all times. Refusal to comply with this policy may be cause for disciplinary action in accordance with employee and student conduct policies. Refusal to comply with the policy by visitors, guests and contractors may be grounds for removal from campus.

## **EXCEPTIONS:**

1. The use of tobacco products in laboratory and classroom instruction/experiments, or for artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the President or designee. Such use must be preceded by reasonable advance notice to the public.
2. Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Administration or a designee.