

# **GREENSBORO COLLEGE STAFF HANDBOOK**

<http://staff.greensborocollege.edu>

## STAFF/FACULTY HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of the Greensboro College Staff/Faculty Handbook. I understand that all statements may be subject to change.

In addition, I understand that the Staff/Faculty Handbook is not a contract guaranteeing my employment.

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PRINT NAME

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EMPLOYEE SIGNATURE

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DATE

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**I. INTRODUCTION**

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**A. Welcome to Greensboro College**

We are pleased that you have joined the Greensboro College Family. This employee handbook is designed to assist you in what we hope will be many exciting years.

This book contains employment policies and procedures along with a summary of the benefits you will be entitled to as a member of the Greensboro College family.

Please read your handbook carefully and keep it for future reference. If you have questions regarding any of the policies, procedures, and benefits described in the handbook, please contact the Office of Human Resources.

On behalf of the Board of Trustees, Faculty and Staff, I welcome you to Greensboro College. I look forward to working with you.

Sincerely,

Craven E. Williams  
President

**B. Mission and Goals of the College**

Greensboro College, an independent co-educational college affiliated with the United Methodist Church, is an academic and social community which unites the liberal arts and Judaeo-Christian values in an atmosphere of diversity and mutual respect.

True to the United Methodist Church's historic ideal of non-sectarian education, Greensboro College's central purpose is the intellectual development of its students within the dual traditions of the liberal arts and the Judaeo-Christian faith. Through a disciplined pursuit of truth, its students acquire knowledge and develop a critical awareness which allow them to live humanely, responsibly, and productively in a free society. Such lives are characterized by clarity of thought and expression, a sense of history, an understanding of literature and language, a knowledge of mathematics and science, an appreciation of the arts, an awareness of political and social realities, a familiarity with the biblical tradition, and a respect for physical soundness.

Through its student development services and other co-curricular offerings, Greensboro College encourages the personal and spiritual development of its students. A range of religious, cultural, service, social and athletic programs allows students to participate meaningfully in a rich campus and community life and encourages students to develop a system of values consistent with the mission of the College.

Through its professional, pre-professional, and career-oriented programs, Greensboro College encourages, as well, the professional development of its students. Indeed, the College believes the liberal arts curriculum to be the most appropriate context for such programs. A liberal education provides basic intellectual and communicative capabilities which enable a person to develop and to adapt throughout a productive lifetime.

In order to realize its institutional mission, Greensboro College will:

1. Admit applicants who demonstrate promise of success, without regard for the applicant's race, color, religion, age, sex, national origin, or disability.
2. Provide a balanced course of study, through its requirements for general education, involving a range of disciplines basic to liberal education and providing the knowledge and analytical skills requisite for a life of intellectual and professional growth.

**B. Mission Statement (Continued)**

3. Provide a focused course of study through its requirements for academic majors, leading to a Bachelor of Arts or Bachelor of Sciences degree in one or more particular areas of study, including professional, pre-professional, and career-oriented programs.
4. Provide an alternatively scheduled course of study, through its Adult Education Program, appropriate for the self-motivated adult, including non-credit courses, as well as courses for which Continuing Education Units are awarded.
5. Recruit, develop, and maintain an exemplary faculty and staff.
6. Provide facilities and other instructional support services including library and computer resources, adequate for the academic program.
7. Provide an environment that supports both residential and commuting students in their academic progress.
8. Provide student development services and co-curricular activities in support of the student's personal and spiritual growth, with opportunities to develop social awareness and a sense of responsibility to community.
9. Provide students with opportunities to develop and appreciation for physical fitness that will contribute to life-long wellness.
10. Provide for open and effective management of the College, including the development, coordination, and allocation of its various resources.

**C. President's Council**

The President's Council is an advisory and coordinating committee made up of individuals through whom all members of the Greensboro College family relate to the President. This includes the Vice President for Academic Affairs, Vice President for Finance, Vice President for Business, Vice President for Institutional Advancement, Dean of Students, and the Dean of the School of Professional and Graduate Studies.

The President's Council has no official standing in any of the documents, by-laws, or handbooks of Greensboro College. The Council provides counsel to the President and to the individual members in the conduct of their duties. Official minutes of meetings are not kept, though individual members may keep their own notes.

**D. Administrative Organization**

The operation of the College is organized under four administrative areas: Academic Affairs, Business, Finance, Institutional Advancement, and Student Life and Enrollment Services. Under the leadership of the President and within the policy-making framework established by the Board of Trustees, the administration is responsible for the day-to-day operation of the College.

Each of the four administrative areas, report directly to the President. The organizational chart of the College (see p. 7A) indicates the areas of responsibility of each of these senior-level administrators. Brief descriptions of the duties of the President and of each of the administrators who report to the President follow.

**President of the College**

Elected by the Board of Trustees, the President of the College serves as chief executive officer of the institution. The President has responsibility for the administration and management of the College under policies established by the Board of Trustees. The President is an *ex officio* member of the Board of the Trustees and all of its standing committees

**Vice President for Academic Affairs and Dean of the Faculty**

The Vice President for Academic Affairs and Dean of the Faculty is the chief academic officer of the College and is responsible for providing effective leadership to and management of the educational program of the institution. The Vice President for Academic Affairs and Dean of the Faculty oversees the administration of the academic policies and procedures of the College as set forth in the Academic Catalog and Faculty Handbook. Through the Dean of the Faculty, the Vice President for Academic Affairs and Dean of the Faculty supervises the faculty in the performance of their responsibilities.

The Vice President for Academic Affairs and Dean of the Faculty has supervisory responsibility for the following areas: Academic Advising; the Academic Development Program; the School for Professional and Graduate Studies; Institutional Research, Planning, and Assessment; the Library; Information Technology; Athletics, and the Registrar's Office.

The Vice President for Academic Affairs and Dean of the Faculty serves as the chief institutional liaison representative to the Academic Affairs Committee of the Board of Trustees.

D. Administrative Organization (Continued)

**Vice President for Finance**

The Vice President for Finance who also serves as Treasurer of the College is the chief financial officer of the institution and oversees and manages the financial operations of the College. The Vice President for Finance provides leadership in the preparation and administration of the budget and supervises the accounting and financial control functions of the College.

As Treasurer of the College, the Vice President for Finance is the custodian of all operating and special funds of the College, with the exception of endowment and trust funds of which the Treasurer of the Board is custodian.

The Vice President for Finance is the chief institutional liaison representative with the Finance Committee of the Board of Trustees.

**Vice President for Business**

The Vice President for Business is responsible for all contractual services, auxiliary enterprises, the operation and maintenance of the physical plant, and the maintenance of an adequate program of risk management.

The Vice President for Business is the chief institutional liaison representative with the Buildings and Grounds Committee of the Board of Trustees.

**Vice President for Institutional Advancement**

The Vice President for Institutional Advancement I oversees all public events that relate the College to the general public. These activities include all alumni activities, both on and off the campus, fund-raising programs and activities, including the annual giving program, the corporate giving program, and individual gifts cultivation; conferences and events and all special events involving the community at large.

The Vice President for Institutional Advancement serves as the chief institutional liaison representative with the Institutional Advancement Committee of the Board of Trustees.

(Revised 08/08)

**II. COMMUNICATION**

- A. Open Door Policy**
- B. Institutional Publications**
- C. Grievance Procedure**

At Greensboro College, it is important for Faculty and Staff to communicate effectively. As part of the communication efforts, the College promotes an open door policy at all levels, provides publications from a variety of departments, and provides a grievance procedure for its employees.

**A. Open Door Policy**

Comments, opinions, or suggestions that would assist Greensboro College should be brought to the attention of a supervisor or to the Office of Human Resources.

**B. Institutional Publications**

The student newspaper, "The Collegian", is published and distributed about every two weeks. The publication keeps the community informed of events and happenings on the college campus.

Various publications are circulated to the college community throughout the year. These publications include the following:

- "Greensboro College Annual Report"
- "Alumni and Friends Newsletter"
- "At a Glance Greensboro College Fact Sheet"
- "Events Calendar"

On occasion, literature is distributed by the Office of Human Resources. This material may include information about benefits, policies, and procedures.

**C. Grievance Procedure**

The policy of Greensboro College is to provide employees with fair and equitable treatment. Due to the sensitivity of grievance matters information relative to the grievance will be held at the highest level of confidentiality. The purpose of this procedure is to promote the orderly resolution of problems arising out of employment. This grievance procedure is applicable to all full-time and part-time, non-teaching personnel. The following procedures have been put in place:

Step One:

Since most grievances can be settled in conversation between the employee and the employee's supervisor, a written grievance will not be considered unless the grievance has first been discussed with the immediate supervisor.

C. Grievance Procedure (Continued)

If the employee is not satisfied with the verbal decision of the immediate supervisor, he/she shall present his/her grievance in writing to the immediate supervisor within seven (7) calendar days from the supervisor's verbal decision. The employee should provide the following:

1. A statement that details the grievance
2. Date(s) of occurrence(s)
3. Attempts made to solve the grievance
4. Signature of the aggrieved employee and the date of the grievance.

The supervisor shall provide the staff member with a written response to his or her complaint within seven (7) days from the date of presentation of the written grievance.

Step Two:

If a mutually satisfactory adjustment is not reached within ten (10) calendar days from the date of the supervisor's written response, the employee may submit the written grievance to the immediate supervisor's administrative officer. Within ten (10) calendar days the administrative officer shall meet together with the employee and the supervisor to resolve the grievance. The administrative officer will decide the resolution of the grievance, and inform the employee and supervisor in writing of the resolution.

Step Three:

If the situation is not resolved at the supervisory or administrative level, the final appeal of the administrative officer's decision by the aggrieved employee may be made within ten (10) calendar days from the date of the administrative officer's decision to the President of the College for review. The President's decision shall be final and binding on all parties.

(Revised 10/95)

**III. EMPLOYMENT PRACTICES AND PROCEDURES**

- A. Affirmative Action**
- B. Sexual Harassment**
- C. Drug Free Workplace**
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**A. Affirmative Action/Equal Employment Opportunity**

Greensboro College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, gender, sex, or age, sexual orientation or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law. The College complies with the applicable nondiscrimination and affirmative action titles and sections of the Civil Rights Act of 1964, Federal Executive Order 11246, Educational Amendments of 1972, Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1972, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975 as well as all amendments thereto.

(Revised 03/94)

**B. Sexual Harassment**

Greensboro College disapproves of sexual harassment as a form of discrimination which is immoral and illegal. This policy shall apply with equal force to all students, staff persons, and faculty members.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment. It is recognized that sexual harassment may take many forms, some of which may be very subtle, and that the victims of such harassment may be students, staff or faculty.

Any person who considers himself or herself to have been the object of sexual harassment by a staff member or student should report the incident(s) to the Vice President of Student Services/Dean of Students, who is designated by the President of the College to hear such complaints. The Vice President of Student Services/Dean of Students will attempt to determine whether or not sexual harassment has occurred and try to resolve the complaint in a confidential manner.

B. Sexual Harassment (Continued)

If the complaint is not resolved to the satisfaction of the complainant, an internal review committee, composed of three faculty and staff, appointed annually by the President of the College as a standing committee, will be convened by the Vice President of Student Services/Dean of Students to determine whether or not sexual harassment has occurred and, if so, to refer the matter to the appropriate college official for disciplinary action.

Any person who considers himself or herself to have been the object of sexual harassment by a faculty member should report the incident(s) to the Dean of the Faculty. The person making the complaint may be accompanied by another member of the College community if he or she so desires.

Upon receipt of a report of alleged sexual harassment by a faculty member, the Dean of the Faculty will review the allegation and try to resolve the complaint informally. If the complaint can be resolved to the satisfaction of both parties, no further action shall be taken. Otherwise the Dean of the Faculty shall select two members of the faculty, one male and one female, who, together with the Dean of the Faculty, constitute an ad hoc committee. They shall formally investigate the allegation in a confidential manner and determine whether or not sexual harassment has occurred.

If the ad hoc committee determines that sexual harassment did not occur, the Dean of the Faculty shall so inform the individual making the complaint of that decision. The individual making the complaint may appeal this decision to the President.

If the ad hoc committee considers that sexual harassment has taken place, the ad hoc committee shall so inform the President. The ad hoc committee also shall make a recommendation to the President as to appropriate disciplinary action. The faculty member shall be notified in writing of the ad hoc committee's recommendation. The President shall review the matter and shall provide an opportunity for both parties to address issues related to the alleged incident(s). The President then shall render a decision.

(Revised 07/00)

**C. Drug Free Workplace**

In accordance with the Drug Free Schools and Communities Act Amendment of 1989, it is the policy of Greensboro College "to maintain a drug free living and learning environment and workplace." As a result, the College does not tolerate and strictly prohibits the possession, use and/or distribution of alcohol or other drugs and drug paraphernalia by any member of the Greensboro College community, including students and guests of its community.

All members of the Greensboro College community are responsible for compliance with the Drug Free Workplace policy. Compliance with this policy is a condition of continued employment by Greensboro College. Any disregard of the Drug Free Workplace Policy will subject offenders to disciplinary action up to and including dismissal from employment. Moreover, as further condition of employment, employees are obligated to notify their supervisor if they are convicted of a violation of any criminal drug statute occurring upon the premises of Greensboro College, and must make this notification to the College no later than five days after such conviction. Such a conviction may also result in dismissal from employment.

(Revised 03/94)

**D. Employment at Greensboro College**

Applicants to Greensboro College are subject to reference checks as well as a criminal records check.

All employees must complete necessary paperwork in the Office of Human Resources upon employment at Greensboro College. Failure to meet with a Human Resources representative will delay payroll and cause the College to be out of compliance with the Federal Immigration Act of 1986.

The Federal Immigration Act of 1986 requires employers to verify employment eligibility. This is done by completing the I-9 form. In order to meet Federal Guidelines an employee must present one of the following:

1. Valid driver's license or picture ID and Social Security Card or Birth Certificate.
2. Valid US Passport if unable to provide the identification listed in number one.

D. Employment at Greensboro College (Continued)

All employees (including College Work Study) must satisfy the above requirements within three (3) days of employment. Failure to present proper identification will result in temporary discontinuation of work.

(Revised 03/94)

**E. Termination of Employment at Greensboro College**

Voluntary. If an employee voluntarily terminates employment at Greensboro College, he/she is expected to provide a resignation giving as much advance notice as possible.

Exempt employees are expected to give a minimum of four weeks notice. Non-exempt employees are expected to give at least two weeks notice.

Failure to provide proper notice could result in the forfeiture of accrued benefits. However, contributions to the retirement funds will not be affected by this policy.

Involuntary. The College shall have the right to discipline or summarily discharge an employee with or without cause.

All employees who terminate employment with Greensboro College will participate in an Exit Interview held in the Office of Human Resources. The purpose of the Exit Interview is to complete necessary paperwork and collect all Greensboro College property and keys.

Upon an employee's termination, the employee must pay all money owed to the College. The amount owed will be billed to the employee's payroll account. The balance of the payroll, after all deductions have been made, will be paid to the employee. Employees will receive a final paycheck on the next regularly scheduled pay date.

(Revised 07/97)

**F. Professionalism in the Work Place**

1. Each employee is expected to treat co-workers in a respectful and professional manner, wear appropriate business attire and to keep his/her office clean and neat. Failure to meet the above standards could result in disciplinary action including termination.
2. In order to maintain an appropriate professional relationship with our students and to avoid any appearance of conflict of interest, the college requests that faculty and staff not co-sign any student loans.

(Revised 10/2006)

**G. Outside Employment**

Institutional employment shall be the principal vocation of full-time employees. However, a staff member may engage in outside employment subject to the following conditions:

1. Outside employment may not interfere with the efficient performance of the institutional assignment.
2. The outside job may not conflict with the interests of the institution.
3. Outside employment may not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.
4. The staff member has the written approval of the department supervisor.
5. College insurance does not cover injury incurred on or in connection with employment outside the College.

(Revised 03/94)

**H. Hiring of Relatives**

Each situation will be individually reviewed and is subject to the approval of the President of the College.

(Revised 07/97)

**I. Employment of Past Students/Graduates**

Greensboro College is pleased to hire graduates or former employees. Prior to hiring, a check for the student's financial standing must be made with the Business Office. All past indebtedness to the College must be settled in full and all student loans (institutional or governmental) must be current before the graduate or former student can be hired for any position at the College. Exceptions must be approved by the Vice President for Business and Finance.

In addition, if a Greensboro College graduate or former student solicits any office as a sales agent, the same Business Office check must be made. The College will not do business with any graduate or former student who has not settled all indebtedness to the College in full and whose student loans, institutional or governmental are not in a current status.

(Revised 03/94)

**J. Inclement Weather**

In most weather conditions, Greensboro College will remain open. Staff should follow the policy for faculty and students. This policy states the following:

Non-residential students should use their own discretion in driving to the campus in unsafe weather conditions. When weather or road conditions make travel unsafe, commuters will be excused from day/evening/weekend classes, but will be responsible for missed work. In the event Greensboro College cancels classes, announcements will be made on local radio and TV stations. If classes are canceled, the college is considered closed, and staff is not required to report to work.

Staff is expected to report to work unless the college is closed because of classes being canceled. If a staff member can not report to work due to inclement weather (and the college is not closed), he/she may use accrued sick, personal or vacation hours to make up lost time.

In the event the college is closed because of classes being cancelled, exempt and nonexempt salaried employees will be paid for hours worked plus time missed due to the work schedule cancellation up to forty (40) hours for the pay week. For nonexempt salaried employees, these non-worked hours will not be considered as hours worked for overtime computation. Nonexempt hourly classified employees will be paid for time actually worked during the pay week. Available vacation or personal time may be used to make up for time lost up to forty (40) hours during the pay week.

(Revised 07/07)

**K. Tobacco Free Policy**

Greensboro College is committed to providing a safe and healthy environment to its students, employees, and guests. With this commitment the College will provide a **tobacco free** campus for its students, staff, faculty, and guests. **Tobacco Free** is defined as a total ban on the use of tobacco products while on Greensboro College campus or at any Greensboro College sponsored event. Additionally, Greensboro College will provide its constituents with information regarding tobacco cessation and nicotine replacement therapy.

(Revised 08/08)

**L. Admission to Campus Events**

Employees and their families may attend campus sponsored events free of charge. It may be necessary to present a college identification card to be admitted to an event free of charge. In the event a special group or fund-raising event is taking place, the employee and his/her family may be charged.

(Revised 03/94)

**M. Fraternalization Policy**

Employees should treat students as well as co-workers in a respectful and professional manner. Any behavior which is deemed inappropriate by a supervisor will be addressed immediately. Failure to maintain a professional relationship with peers and/or students could lead to disciplinary action including termination.

(Revised 03/94)

**N. Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

**Basic Leave Entitlement**

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

N. Family and Medical Leave Act (Continued)

### **Military Family Leave Entitlements**

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.

### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or supporting the need

N. Family and Medical Leave Act (Continued)

for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

PLEASE REFER TO THE U.S. WAGE AND HOUR PUBLICATION 1420 (REVISED JANUARY 2009) FOR INFORMATION IN REGARDS TO "DEFINITION OF SERIOUS HEALTH CONDITION", "SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE", "UNLAWFUL ACTS BY EMPLOYERS", AND "ENFORCEMENT". IN ADDITION, FOR ADDITIONAL INFORMATION YOU MAY CONTACT THE DEPARTMENT OF LABOR AT 1-866-487-9243 OR [WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

Additional leave may be requested, but will be subject to approval by the President of the College.

(Revised 01/09)

### **O. Maternity Leave**

Greensboro College permits maternity leave to both male and female employees. Maternity Leave is based on the guidelines set forth in the Family and Medical Leave Act.

(Revised 03/94)

### **P. Parental School Leave**

The General Assembly of North Carolina enacted Section 1. Article 3 of Chapter 95 requiring employers to provide leave for parent involvement in their children's schools. Employees may take leave under this Section to:

1. Meet with a teacher or administrator of any elementary school, middle school, high school, or child care program authorized to operate under the laws of the State of North Carolina concerning the employee's children, step-children or children of whom the employee has custody.
2. Attend any function sponsored by the school or child care program concerning the employee's children, step-children or children of whom the employee has custody.
3. Perform school-approved volunteer work approved by the teacher, school administrator or program administrator.

The following guidelines for Parental School Leave have been set forth by Greensboro College to meet the requirements of the Parental School Leave Law.

**P. Parental School Leave (Continued)**

Amount of Leave: Full-time permanent employees are entitled to take up to four hours of unpaid leave each calendar year. Leave will be credited at the beginning of the College fiscal year.

Staff members may charge four hours of this time to the balance of the three days of personal leave provided each fiscal year.

New employees will be eligible for unpaid leave immediately upon employment.

Leave cannot be accrued from calendar year to calendar year.

Taking Leave: Employees must provide a 48-hour notice to their supervisor prior to taking parental school leave. Supervisors reserve the right to require the employee to furnish written verification from the child's school that the employee attended or was otherwise involved at the school during the time of the leave.

(Revised 08/98)

**Q. Accident Reporting**

Any employee injured on-site or while performing work duties for Greensboro College must report the injury to the Office of Human Resources within twenty-four (24) hours. If the Director of Human Resources is not available, the Vice President for Business and Finance must be contacted. Employees injured on the job are eligible for Worker's Compensation benefits.

(Revised 07/97)

**R. Termination of Employment due to Disability**

1. Continuation of Salary. An employee who is totally disabled is entitled to apply for benefits under Greensboro College's Long Term Disability insurance policy to take effect three months after termination of employment as a result of total disability. The following provisions are intended to address the issue of the continuation of an employee's salary during the first three months of total disability.

R. Termination of Employment due to Disability (Continued)

For full-time faculty members, professional librarians and administrators, the College shall continue full salary payment during this period. For all other full-time employees the continuation of salary payments shall be determined by the amount of sick leave the employee has accrued. An employee may accrue sick leave up to a maximum of one hundred days. In the event of total disability, the College shall continue salary for a period of two times the accrued sick leave, up to a maximum of three months.

The decision as to whether an employee is entitled to salary benefits under the provisions of this policy shall be made by the Officers of the College. The College reserves the right to require appropriate medical verification of the disability before continuing salary payments.

2. Continuation of Health Insurance Benefits. Any full-time employee who is determined by the College to be totally disabled shall be eligible for continued coverage under the provisions of COBRA. All insurance premiums shall be paid by the employee.

(Revised 10/95)

**S. Normal Retirement Age**

The normal retirement age is sixty-five (65), but the law prohibits forced retirement based upon age.

A retired employee may continue medical insurance by making a written request to the College and agreeing to make monthly payments to cover cost of the benefits. Benefits will be modified when the employee becomes eligible for Medicare. Dependents are eligible for full medical and dental coverage to the extent COBRA permits at the employee's expense.

The college retirement investment (TIAA/CREF) is a contract between the employee and TIAA. In order to make arrangements for retirement benefit payments or to make arrangements to continue making contributions, an employee should call TIAA customer service.

Disability insurance is terminated upon retirement.

Life insurance varies with each employee. Depending on age, term insurance may be converted to whole life with the individual paying full cost.

(Revised 10/03)

**T. Early Retirement**

Upon recommendation of the employee's supervisor and approval of the President, full-time faculty, staff and administration who desire to retire from Greensboro College prior to the age of 65 may be eligible for early retirement under the following criteria:

1. An employee must be 55 years of age.
2. An employee must have a combination of age and length of service at Greensboro College which equal 65. For example, an employee 55 years old who has been employed at Greensboro College for ten years would meet the 65 combination requirement.
3. An employee who meets the 65 requirement is eligible for the following benefits at the employee's expense.

Medical and Dental Insurance

Employees who meet the above requirements for early retirement may continue medical insurance by making a written request to the college and agreeing to pay the monthly premiums to the college for the insurance coverage. Benefits will be modified when the employee is eligible for Medicare coverage. Dependents are eligible for full medical and dental coverage to the extent COBRA permits at the employee's expense.

(Revised 10/03)

Life Insurance

Life insurance may be converted with the College's carrier to a whole life policy at the employee's expense.

(Revised 10/03)

### U. Technology Use

#### General Policy

Greensboro College provides technology resources for use by staff to support their position within institutional priorities and financial capabilities. Policy governing the use of these resources is covered by the expectations and provisions of the Staff Handbook. Any perceived violations of the policies are to be handled according to the provisions of the Staff Handbook.

The following are intended to be illustrative rather than proscriptive, but may serve as guidelines for responsible and ethical behavior:

1. Use only resources for which you have authorization.
2. Respect the privacy and personal rights of others. Only copy or view email, data or files for which you have the owner's permission or the College's authorization.
3. Obey posted guidelines or policies for any computers or networks you are using
4. Abide by all applicable copyright laws and licenses. Any text, graphics, software or other computer resources may be used except those protected under the provisions of the United States Copyright Laws (Title 17, U.S. Code). The library staff can provide you with specific information about Fair Use and how to obtain the appropriate permissions.
5. Respect the security provisions of the network and other resources. Only access resources for which you have authorization.
6. Be responsible in your use of programs, email, and other resources. Engaging in activities such as creating or forwarding chain letters, deliberating spreading viruses, forgoing or sending anonymous email, or transmitting, harassing threatening, offensive or abusive material is not responsible use.
7. Report any unauthorized use or violations of technology resources by students in the same manner as required by the existing Academic Honor Code and Student Conduct Code.

#### The Six Network Commandments

These general rules are specific to staff with direct network connections.

1. Do not change your network configuration.
2. Inform the Information Technology when changing network connections.

U. Technology Use (continued)

3. Do not connect unregistered computers to the network.
4. Do not connect any network devices other than personal computers directly to the network. A network device is defined as any equipment that connects directly to a computer network. Network devices include, but are not limited to, hubs, routers, print servers, repeaters, and bridges.
5. Do not use any sort of network monitoring or sniffing devices or software.
6. Do not perform any operations or operate any services that disrupt network service create abnormal levels of network traffic.

Given the provisions above, staff are expected to refrain from the following actions and content:

1. Displaying pornographic material.
2. Posting material that is grossly offensive to the college community (including expressions of bigotry, racism, hatred or profanity).
3. Promoting any type of illegal activity.
4. Defaming, abusing or threatening any person or group.
5. Displaying material that exploits children under 18 years of age.
6. Using copyrighted material without the express permission of the author or owner.
7. Using college technology resources for personal commercial purposes.
8. Any actions or content that violates the provisions of the Staff Handbook or other established policies.
9. Any actions or content representing any activity that may be, or may appear to be, in conflict with the interests of Greensboro College.
10. Any content representing any non-College organization or group without the written permission of the President's Office.

(07/07)

**IV. PERSONNEL BENEFITS**

- A. Vacation**
- B. Sick Leave**
- C. Holidays and Birthday**
- D. Bereavement**
- E. Jury Duty**
- F. TIAA-CREF Retirement**
- G. Group Life**
- H. Disability Insurance**
- I. Medical Insurance**
- J. Dental Insurance**
- K. Cafeteria Plan**
- L. Tuition Assistance**

**A. Vacation Policy**

Vacation time is a way for Greensboro College to say thank you for your contribution to the College community. Vacation time is granted to staff employees based upon length of service and is accrued on a monthly basis.

1. Earning Vacation

a. All full-time, permanent, employees are eligible for vacation. However, an employee is not eligible to take vacation until after ninety days of employment.

b. Vacation Accrual

i. Employees with 0-4 years of accumulated service will earn vacation at the rate of .84 days per month to a maximum of 10 days per year.

ii. Employees with 5-10 years of accumulated service will earn vacation at the rate of 1.25 days per month to a maximum of 15 days per year.

iii. Employees with more than 10 years of accumulated service will earn vacation at the rate of 1.67 days per month to a maximum of 20 days per year.

iv. Employees with a hire date prior to the fifteenth of the month will be eligible for vacation accrual in the month hired. Employees with a hire date after the fifteenth of the month will not begin accruing vacation until the following month.

c. Part-time, twelve-month, permanent employees working 20-29 hours per week are eligible for vacation as well. Vacation will accrue to such employees based upon 50% of the full time employee rate.

d. Employees with contracts less than twelve months are not eligible for paid vacation.

2. Taking Vacation

a. Vacations are to be scheduled in advance by completing an Absence Approval Form and receiving approval from the supervisor. In the event too many employees in a department request vacation at the same time, scheduling preference will be given to employees based upon seniority.

b. College holidays occurring during a vacation period will not be counted as vacation days.

A. Vacation (Continued)

c. Vacation time may be taken before it is accumulated only by permission of the supervisor. An employee who discontinues service with the College (voluntary or involuntary) will be subject to reimbursing Greensboro College for the vacation days taken, but not accumulated.

d. Vacation may be taken in increments of one half day or full day(s).

e. Vacation is updated on a monthly basis. Balances are reported on an employee's payroll stub with each payroll check.

f. Employees may not receive pay in lieu of taking vacation.

g. If an employee's employment is terminated (voluntary or involuntary) he/she will be eligible to be paid for accumulated vacation that has not been taken.

3. Unused Vacation

Vacation time should be taken within the same year it is accumulated. Vacation time is based upon the Greensboro College fiscal year (July 1 - June 30). Vacation hours not used at June 30th of each year may be carried over to the new fiscal year, but shall not exceed 80 hours. Hours of vacation not taken that are in excess of 80 hours will be forfeited.

(Revised 08/98)

**B. Sick Leave and Personal Leave**

There may be times when a staff member will need to be absent from work. Sick leave and personal leave policies have been established for accommodating these needs.

1. Earning Sick Leave

a. Full-time employees are credited with one day of sick leave for each month of continuous employment. Full-time employees who do not work on a 12-month basis will earn one day of sick leave credit for each full month of employment.

B. Sick Leave and Personal Leave (Continued)

- b. An employee may accrue a total of 100 days of sick leave credit. However, once an employee has accrued 100 days, he/she will no longer be eligible to accrue sick leave.
- c. Employees with a hire date prior to the fifteenth of the month will be eligible for sick leave accrual in the month hired. Employees with a hire date after the fifteenth of the month will not begin accruing sick leave until the following month.
- d. Temporary, part-time, and casual employees are not entitled to earn credit for sick leave.

2. Using Sick Leave

- a. Sick leave is an absence with pay that is granted to an employee when he/she is unable to render service due to illness or unrelated work disability. If an employee is absent from work for more than a week, a medical absence from a doctor may be required upon return to work.
- b. Sick leave may also be used when illness of an immediate family member living in an employee's home requires the employee's absence from work.
- c. During the first ninety days of employment, an employee is not eligible for paid sick leave. However, after ninety days of employment, employees will be eligible for paid sick leave absences.
- d. An employee absent from work because of illness shall notify his/her supervisor as early as possible (preferably by 9 a.m.) during the first day of absence.
- e. Sick leave must be reported on an Absence Approval Form, approved by employee's immediate supervisor.
- f. Sick leave may be taken in increments of one-hour.
- g. Sick leave is updated each pay period. Updated balances are posted on the employee payroll stub.
- h. If sick leave is exhausted, further absences will be charged to vacation or reduction in pay.

B. Sick Leave and Personal Leave (Continued)

- i. If an employee is out sick during an observed holiday, sick leave will not be charged.
- j. Employees will not be paid for any unused sick leave at the time of termination.

There may be times when an employee will need to be absent from work for reasons other than sick leave. Greensboro College offers employees the option of three personal leave days per year for personal business. **It is the intent of Greensboro College that personal leave days are not to be used as additional vacation leave time.**

4. Using Personal Leave

- a. Unlike sick leave, personal leave is a "planned leave." An employee wishing to take a personal leave day should receive advance approval from his/her supervisor by completing an Absence Approval Form.
- b. Personal leave is charged against sick leave accruals.
- c. Updates will be reflected with sick accrual balances and are posted on the employee check stub.
- d. Employees will not be paid for any unused sick or personal leave at the time of termination.
- e. Personal leave may only be taken in increments of one-half day or full days.
- f. Personal leave cannot be carried from one year to another.

(Revised 08/98)

**C. Holiday Observance**

Greensboro College observes numerous holidays. All full-time, permanent, employees will receive holidays with pay. All part time, exempt, permanent employees working 20-29 hours per week will receive holidays with pay at the rate of 50% of the full time employee holiday rate. Part-time, non-exempt, or temporary employees will not be paid for holidays.

If a holiday falls on a Saturday, it will be observed the Friday prior to the holiday. If a holiday falls on a Sunday, it will be observed on the following Monday. An employee must be at work the day prior and the day after the holiday (with the exception of vacation) in order to receive pay.

Typically, the following holidays are observed by Greensboro College:

New Year's Day	January 1
Good Friday	Calendar Year Date
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	Calendar Year Date
Thanksgiving Day	4th Thursday and 4th
and day after	Friday in November
Christmas Eve	December 24
Christmas Day	December 25

The President of the College has the authority to declare additional holidays for College personnel.

**Birthdays**

A day off for your birthday is a way Greensboro College would like to say thank you for your contribution to the College community. Full-time, permanent employees are eligible to receive their birthday with pay. Part-time, permanent, exempt employees will receive their birthday with pay at the rate of 50% of the full-time employee rate. Part-time, non-exempt, or temporary employees will not be paid for birthdays.

Please schedule your day off in advance by completing an Absence Approval Form and receiving approval from your supervisor. Weekend, vacation or holidays will not be counted as birthdays. Please record your day off on your timesheet under the holiday column and mark it birthday.

Employees may not receive pay in lieu of taking a day off for their birthday.

(Revised 10/05)

**D. Bereavement**

All full-time employees may charge time off due to a death in their family to accumulated sick leave. Employees should notify their supervisors as soon as possible when an absence due to a death is being used. The length of the absence is as follows:

5 Days - Death of Spouse, Child, Parent

3 Days - Death of Grandparent or Grandchild

For other deaths or additional absence for an above listed death, an employee may use a personal day as described in the sick leave policy or a vacation day.

The College reserves the right to request proof of death for an absence due to a death in the family.

(Revised 03/94)

**E. Jury Duty**

The College will allow a paid absence to all employees who are called to serve jury duty. An employee should notify his/her supervisor immediately after being notified of the jury duty summons. An employee serving extended duty should notify his/her supervisor daily of the absence.

The College requires that an employee provide the Office of Human Resources with a copy of the summons in order to receive compensation during a jury duty absence.

If an employee is released from jury duty on or before 1:00 p.m., he/she is required to return to work that same day.

In order to receive full compensation from Greensboro College during a jury duty absence, an employee is required to turn over to the Office of Human Resources any pay received from the court.

(Revised 07/97)

**F. TIAA/CREF: Teachers' Insurance and Annuity Association and College Retirement**

Greensboro College offers employees the opportunity to plan for their retirement years. This can be done by participating in the 403-B plan which is administered by "Teachers' Insurance and Annuity Association and College Retirement" (TIAA-CREF).

Any Greensboro College employee who works 1000 hours per year (19.23 hours per week for 52 weeks) is eligible to participate through a salary reduction. Once an employee has been employed at Greensboro College for a period of two years, and has worked 1000 hours for each of these years, he/she is eligible for matching contribution by the College (see table below). An employee who meets the related industry service requirement is eligible for contribution upon his/her employment. The related industry service requirement states that any employee who was employed with an "eligible employer" during the 24-month period immediately preceding the employee's date of employment with Greensboro College will not have to meet the two year service requirement. An "eligible employer" is defined as an education organization, teaching institute, regionally accredited college or university, or non-profit research institute.

Participants may choose to have a salary deduction (pay income taxes now) or to have a salary reduction (tax deferred) to be used as contributions into the plan. Eligible participants will have their contributions matched by the College in accordance with the following schedule:

EMPLOYEE CONTRIBUTION AS % OF EARNINGS	MATCHING CONTRIBUTION FROM COLLEGE
2% OR LESS	0%
3 OR 4%	3%
5 OR 6%	5%
7% OR MORE	7%

Employees may choose to participate in the plan before meeting the requirements above; however, they will not be entitled to matching by the College. Additional amounts may be invested as a tax-deferred investment, subject to IRS guidelines. Specific calculations are necessary for each individual. TIAA/CREF provides these calculations upon request.

***THE COLLEGE IS NOT RESPONSIBLE IN THE EVENT THAT AN EMPLOYEE EXCEEDS THE IRS LIMITS ON CONTRIBUTIONS.***

(Revised 07/97)

**G. Group Life Insurance Policy**

Full-time employees who are scheduled to work an average of 30 hours a week for at least 34 weeks per year are included in a group life insurance plan provided by the College. The effective date is the first day of the month following the employee's date of hire. Greensboro College pays the cost of the employee's coverage.

The amount of the life insurance coverage is one and one half times an employee's salary (not including overtime) up to a maximum of \$100,000 of coverage. For details concerning life insurance coverage consult the summary plan description.

To the extent that the amount of coverage exceeds \$50,000, the employee will be deemed to have received taxable income equal to the cost of such excess coverage. Any employee with coverage in excess of \$50,000 will be taxed for extra income with the last pay date of the year. This extra taxed income will be reflected on the employee's W-2 form.

(Revised 10/03)

**H. Disability Insurance**

Full-time employees who are scheduled to work an average of 30 hours a week for at least 34 hours weeks per year are automatically covered the first day of the month following their date of hire. Greensboro College pays the cost of the employee's coverage.

Generally, the disability benefit begins after a 90 day elimination period and is equal to 60% of the employee's basic monthly salary rate. The minimum monthly benefit is \$100; the maximum monthly benefit is \$5,000. For details concerning disability coverage, consult the Summary Plan Description.

(Revised 10/03)

**I. Medical Insurance**

Full-time employees who are scheduled to work an average of 30 hours a week for at least 34 weeks per year are automatically covered the first day of the month following their date of hire. Greensboro College pays the cost of the employee's coverage. Dependent coverage, if elected, is paid through a salary reduction or deduction. An employee must enroll dependents within 31 days of eligibility, enroll during open enrollment, or because of an approved change of status. A booklet outlining provided coverage will be provided at employment.

Employees who voluntarily or involuntarily terminate employment at Greensboro College are entitled to COBRA benefits. This enables the employee to elect to continue coverage for a period of time at his/her own expense according to the provisions of COBRA.

(Revised 10/03)

**J. Dental Insurance**

Full-time employees who are scheduled to work an average of 30 hours a week for at least 34 weeks per year are automatically covered the first day of the month following their date of hire. The College pays the cost of the employee's coverage. Family or dependent dental coverage is part of the medical insurance package. A booklet outlining present coverage will be provided at time of employment.

(Revised 10/03)

**K. Cafeteria Plan**

The College offers a cafeteria plan option to employees of Greensboro College. A cafeteria plan is one in which an employee elects to reduce his/her salary by the cost of certain benefit plans. By making this election, the employee does not have to pay income tax on the wages used to pay for these plans, which effectively reduces the cost of these benefits.

Employees may choose any, all or none of these plans. Prior to January 1 of each year employees will be required to enroll for the next year's flexible benefits.

K. Cafeteria Plan (Continued)

L.

The cafeteria plan offers various options which are described below:

1. Medical and Dental Insurance for Dependents:

An employee may elect to have family and/or medical and dental cost deducted from his/her payroll on a pre-tax basis.

2. Medical Expenses: An employee participating in this program would be allowed to submit for reimbursement all medical expenses, for themselves and their dependents, which will not be covered by insurance. Such expenses would include the medical deductible and co-payments, eyeglasses, uncovered dental work, etc.

3. Dependent Care: An employee who pays for child care or geriatric care for a dependent (as defined by IRS Code 125) while at work would be allowed to submit for reimbursement care expenses incurred.

An employee may choose to have an amount placed in this trust but can only change this amount on January 1 of each year or change due to an approved change of status. Total reimbursements are limited to the annual salary reduction chosen by the employee. IRS regulations do not allow for a refund of any unused amount in the TRUST.

(Revised 10/03)

**L. Tuition Assistance**

To be eligible to participate in the tuition benefit program at Greensboro College, an employee must be scheduled to work an average of 30 hours per week for 52 weeks or 40 hours per week for 39 weeks. An employee must continue to meet the eligibility requirement in order to qualify for these benefits and must remain in good academic standing.

1. Tuition Benefit for Employees

Full-time employees are eligible for a waiver of tuition at Greensboro College. Special tuition or fees, book costs, and laboratory fees are not subject to the waiver. Classes must be scheduled outside college business hours unless lunch hour or vacation hours are used. Employees may receive the tuition waiver on two courses per semester. However, employees enrolled in special programs such as the Piedmont Alternative Licensure Program and Executive Bachelor of Business Administration Program, which requires more than two courses per semester, may receive the tuition waiver on the number of credit hours, including summer school, required per semester. A limit of 124 undergraduate semester hours and 39 graduate semester hours is placed on this benefit. Tuition for audited classes is waived but the number of hours will not apply to the benefit maximum. Enrollment of full-time employees, spouses, and dependents is excluded when determining if sufficient enrollment exists to offer a particular course.

L. Tuition Assistance (Continued)

Full-time employees also are eligible for a tuition waiver for summer school courses. The waiver covers a maximum of two courses for the entire summer, which includes the first, second, and/or weekend sessions. Enrollment in summer school courses is on a space-available basis only. However, employees enrolled in special programs such as the Piedmont Alternative Licensure Program and Executive Bachelor of Business Administration Program, which requires more than two courses per semester, may receive the tuition waiver on the number of credit hours, including summer school, required per semester. Enrollment of full-time employees, spouses, and dependents is excluded when determining if sufficient enrollment exists to offer a particular course.

When a full-time employee of Greensboro College retires with at least ten years of full-time employment, he/she will be entitled to audit one course per semester, tuition free, provided there is a space available. The employee is responsible for payment of books, registration, laboratory or other fees, if any, charged for the course.

All employees participating in the tuition benefit program must comply with the procedure requirements as described on the following pages.

2. Tuition Benefit for Spouses of Employees

Spouses of full-time employees are eligible for a waiver of tuition at Greensboro College. Special tuition or fees, book costs, and laboratory fees are not subject to the waiver. Spouses of full-time employees must remain in good academic standing to be eligible for this benefit. A limit of 124 undergraduate semester hours and 39 graduate semester hours is placed upon this benefit. Tuition for audited classes is waived but the number of hours will not apply to the benefit maximum. Enrollment of full-time employees, spouses, and dependents is excluded when determining if sufficient enrollment exists to offer a particular course.

Spouses of full-time employees also are eligible for a tuition waiver for summer school courses. The waiver covers a maximum of two courses for the entire summer, which includes the first, second, and/or weekend sessions. Employees may receive the tuition waiver on two courses per semester. Spouses enrolled in special programs such as the Piedmont Alternative Licensure Program and Executive Bachelor of Business Administration Program, which requires more than two courses per semester, may receive the tuition waiver on the number of credit hours, including summer school, required per semester. Enrollment in summer school courses is on a space-available basis only. Enrollment of full-time employees, spouses, and dependents is excluded when determining if sufficient enrollment exists to offer a particular course.

L. Tuition Assistance (Continued)

Spouses of full-time employees participating in the tuition benefit program must comply with the procedure requirements described in the following pages.

3. Tuition Benefit for Dependents of Employees

Dependents (under age 24) of full-time employees are eligible for a waiver of tuition at Greensboro College. Special tuition or fees, book costs and laboratory fees are not subject to the waiver. Dependents of full-time employees must remain in good academic standing to be eligible for this benefit. A limit of 124 undergraduate semester hours is placed upon this benefit. Tuition for audited classes is waived but the number of hours will not apply to the benefit maximum. Enrollment of full-time employees, spouses, and dependents is excluded when determining if sufficient enrollment exists to offer a particular course.

Dependents of full-time employees also are eligible for a tuition waiver for summer school courses. The waiver covers a maximum of two courses for the entire summer, which includes the first, second, and/or weekend sessions. Enrollment in summer school is on a space-available basis only. Enrollment of full-time employees, spouses, and dependents is excluded when determining if sufficient enrollment exists to offer a particular course.

When a full-time employee of Greensboro College retires or is deceased (with a minimum of 25 years of full-time employment), the College will provide tuition costs for the child/children to attend Greensboro College. All regulations governing dependent tuition shall apply. The Office of Human Resources will notify the family of this benefit and add information to the employee's permanent file.

All employees who have dependents participating in the tuition benefit program must comply with the procedure requirements as described below.

**PROCEDURE REQUIREMENTS**

All full-time employees who will be participating in any of the above tuition benefit programs must apply in the Office of Human Resources in order to receive this benefit. The application must be made on or before January 1 preceding the beginning of the next academic year. (Example: An employee must make application by January 1 in order to receive this benefit in the following academic year). This application must be renewed each year in order to receive the benefit. Failure to make timely application will disqualify the employee from this benefit.

L. Tuition Assistance (Continued)

All employees, spouses or dependents of employees who take more than six credit hours per semester are required to file a financial aid application with the Student Financial Planning Office. Failure to do so will result in the denial of any tuition benefit. The tuition benefit that an employee, spouse or dependent of the employee can receive will be equal to the excess of tuition cost over any applicable financial aid (including federal, state, and institutional aid, such as, NCLTG, SCSF, SEOG and Pell grants and scholarships/grants awarded by Greensboro College).

Employees, spouses, and dependents are required to fill out an application for admission and are subject to entrance requirements at Greensboro College. The application fee is to be paid by the employee.

M. Tuition Exchange Program for Dependents (under age 24) of Employees

Greensboro College participates in a national Tuition Exchange program. To be eligible, an employee of the College must be scheduled to work an average of 30 hours per week for 52 weeks, or 40 hours per week for 39 weeks. An employee must continue to meet the eligibility requirements in order to qualify for participation in the Tuition Exchange program.

The college participates in the following Tuition Exchange program:

Tuition Exchange Program (TEP) – There are restrictions for participation. Participation is limited based upon requirements that all participating institutions have an equal balance of students participating in the Tuition Exchange Program who are coming to the college as well as the number of students who are leaving. The number of openings for participants will vary year to year depending on the variables referred to above. When the number of requests to participate exceeds the number available, recipients will be approved on the basis of seniority. **In addition, priority will be given to an employee who has not received the benefit previously regardless of status of seniority.**

Eligible employees who have a dependent son or daughter who will be attending college and who would like to pursue options for Tuition Exchange participation should pick up a *Tuition Exchange Program Information* packet in the Human Resources Office. This packet contains: 1) Summary of Procedures to follow for pursuing options for Tuition Exchange; 2) Verification Request for Eligibility to Receive Tuition Assistance Form; 3) Listing of participating colleges and universities – National Tuition Exchange Program; and, 4) application form to complete for the program.

**The annual deadline for submitting completed applications is October 1.** Applications should be returned to the Financial Aid Office. For more information about Tuition Exchange, please contact the Human Resources or Financial Aid Office.

(Revised 08/08)

**V. PAY**

- A. Work Schedule**
- B. Overtime Pay**
- C. Time Sheets**
- D. Pay Day**
- E. Payroll Deductions**
- F. Advance in Pay**

**A. Work Schedule**

The normal workweek for full-time employees is forty hours per week within a seven-day period. The workweek for staff employees begins at 12:01 a.m. Sunday and runs continuously until 12:00 midnight Saturday. The normal working period runs from Monday through Friday. The normal working day begins at 8:00 a.m. and ends at 5:00 p.m. An hour is provided for lunch and the time should be determined with the supervisor.

To accommodate special circumstances for the employee and the College, the immediate supervisor may vary the normal workday hours of 8:00 a.m. to 5:00 p.m.

**Alternate Work Schedule**

During summer months and scheduled holidays for students, the work schedules may be different. When this occurs and the individual employee's workload allows for this alternate schedule, nonexempt salaried employees may be paid for hours worked plus hours not scheduled up to forty (40) hours during the work week. Nonexempt hourly employees will be paid for actual hours worked. They may use available vacation or personal time to make up for hours not worked up to forty (40) hours for the work week. In the event an employee schedules a vacation day during this time, eight hours of vacation eligibility will be charged for that day.

(Revised 07/07)

**B. Overtime Pay**

There may be times when it is necessary for employees to work over the normal forty-hour workweek. When this occurs non-exempt employees are entitled to receive overtime compensation. All overtime hours worked must be authorized by the supervisor and approved in advance.

Employees who have taken sick day(s) and vacation or personal day(s) and have a total of over forty hours will not receive overtime pay unless they have physically been at work over forty hours.

(Revised 10/03)

**C. Timesheets/timecards**

All employees must use a time card or time sheet to record hours worked and leave taken for each pay period. Time records must be accurately completed, signed by Supervisors and turned in to the Director of Human Resources no later than the due date to ensure timely processing of the payroll. Supervisors are responsible for the accuracy of the time records.

(Revised 10/03)

**D. Pay Day**

The Director of Human Resources advises all new employees of the payroll procedures and pay date that will apply to their employment. If there are any modifications to the pay schedule, a memorandum will be issued to all faculty and staff reflecting the change.

If a regularly scheduled pay date falls on a holiday or weekend, the pay date will be moved up to the last work day prior to the holiday or weekend.

Any employee at Greensboro College may elect to have his/her payroll check direct deposited into his/her checking account. In turn, the employee will receive a voucher showing deductions and benefit accruals. An employee not electing to have direct deposit will receive a check.

All employees may pick up their checks from the switchboard operator on their pay day. Any checks that are not picked up on payday will be mailed via US mail to the employee's home address.

(Revised 07/97)

**E. Payroll Deductions**

There are two types of payroll deductions. The first type is those deductions required by the United States Law. These include Social Security and Medicare, Federal Income Tax, and Court-ordered Garnishments (if applicable).

The second type of deductions is voluntary deductions. These include deductions for TIAA/CREF Retirement, Contributions to College Funds, United Way, Flexible Benefits, Medical and Dental Coverage, etc.

(Revised 03/94)

**F. Advance in Pay**

Greensboro College is not able to honor requests for advance in pay.

Revised 03/94)

**VI. TRAVEL**

- A. Vehicles**
- B. Lodging and Meals**
- C. Credit Cards**

As part of an employee's job requirements, an employee may be required to travel. The following guidelines have been established for business travel. The College reserves the right to check the driving record of any of its employees.

**A. Vehicles**

1. Personal Vehicles

An employee using his/her vehicle for Greensboro College business will be reimbursed for mileage at the current travel rate established by the Vice President for Business and Finance. In order to be reimbursed for travel expense, an employee will fill out a travel expense form and return to accounts payable for processing.

2. Fleet Vehicles

Fleet vehicles are to be used for College business only. Employees using fleet vehicles must be approved by their supervisor and report their use to the Physical Plant Department for insurance coverage.

An employee driving a fleet vehicle must possess a valid driver's license.

3. College Vans

Vans can be reserved through the secretary of the Physical Plant Department. Any employee driving a College van must receive clearance from the Physical Plant Department to ensure the driver has proper licensing to drive a College van. Guidelines from the North Carolina Department of Motor Vehicles may be obtained in the Office of Human Resources or Office of Security.

(Revised 8/98)

**B. Lodging and Meals**

1. Lodging

a. If travel requires an overnight stay, the employee is to select the safest and most economical hotel/motel in the area of travel.

b. The only exception to the above (A) is when attending a convention which requires a stay at another type facility.

B. Lodging and Meals (Continued)

c. To be reimbursed, an employee must fill out a travel expense sheet and return to Accounts Payable for processing.

2. Meals

a. Employees eating meals shall be limited to the College per diem amount. An employee traveling in an area of extraordinary expense should contact the Business Office with itinerary prior to taking a trip for extra per diem amounts. Extra per diem amounts will be subject to the approval of the Vice President for Business and Finance.

b. A travel expense report with receipts shall be filled out by the employee and turned into Accounts Payable for reimbursement.

3. Additional Expenses

Additional expenses such as taxi service, parking fees, tolls, business calls, etc. will be reimbursed. Employees should turn in an expense report with receipts to Accounts Payable for reimbursement.

(Revised 03/94)

**C. College Credit Cards**

Credit cards are issued through the Business Office. Credit cards are to be used for Greensboro College business only. Credit card bills will be sent to the employee's home. The employee is responsible for submitting an expense request to the Business Office and paying the credit card bill in full each month.

Employees violating the above policy could be subject to disciplinary action including termination.

(Revised 03/94)

## **VII. Health Insurance Portability and Accountability Act of 1996 (HIPPA)**

### **A. Employee Compliance Policy**

## **A. Employee Compliance Policy (HIPPA)**

Any Greensboro College employee with access to “protected health information” (PHI) must read and understand the Greensboro College policies regarding the privacy of individually identifiable health information (PHI), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPPA). In addition, they must receive training in Greensboro College policies concerning PHI use, disclosure, storage, and destruction as required by HIPPA.

In consideration of employment or compensation from Greensboro College, the employee must agree that they will not at any time, either during employment or association with Greensboro College OR after employment or association ends, use, access or disclose PHI to any person or entity, internally or externally, except as is required and permitted in the course of their duties and responsibilities with Greensboro College, as set forth in Greensboro College privacy policies and procedures or as permitted under HIPPA. The obligation extends to any PHI acquired during the course of employment or association with Greensboro College, whether in oral, written, or electronic form and regardless of the manner in which access was obtained.

The employee must understand and acknowledge responsibility to apply Greensboro College policies and procedures during the course of employment or association. Also understand that unauthorized use or disclosure of PHI will result in disciplinary action, up to and including the termination of employment or association with Greensboro College and the imposition of civil penalties and criminal penalties under applicable federal and state law, as well as professional disciplinary action as appropriate.

The obligation will survive the termination of employment or end of association with Greensboro College, regardless of the reason for such termination.

(4/03)

