

ADDRESS NOTIFICATION

Current employees should notify Human Resources of new addresses promptly upon moving in order to ensure receipt of necessary tax documents, notices, and/or final pay in the event of termination of employment.

ADJUSTMENT PERIOD

A staff employee's first three months of work for the College will be considered an adjustment period to allow for assessment of job satisfaction by the employee and job performance by the College. A new adjustment period of three months is effected when an employee accepts a new position through transfer or promotion or moves from temporary status to a part-time or full-time position. **NOTE: Either the employee or the College may end the employment relationship at will, at any time during or after the adjustment period, with or without cause or advance notice.**

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Randolph College is committed to complying fully with the Americans with Disabilities Act ("ADA"), as well as applicable state and local laws to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices, decisions, and activities are conducted on a non-discriminatory basis.

The College continually reviews its hiring practices, as well as its available jobs and promotional opportunities, to ensure that persons with disabilities have equal access to meaningful employment opportunities. Hiring and selection decisions are made based on an individual's ability to perform the essential duties and functions of the job.

The College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the College. Employees with a disability, who believe they need a reasonable accommodation to perform the essential functions of their job, or to access to an employment benefit, should contact the Human Resources Department. An employee requesting a reasonable accommodation will be asked to complete a *Reasonable Accommodation Request Form*.

Randolph College encourages individuals with disabilities to come forward and request reasonable accommodations at any point in an employee's employment, if such an accommodation is needed to perform the essential functions of the job or to access an employment benefit.

Upon receipt of an accommodation request, a member of the Human Resources Department will meet with the employee to discuss and identify the limitations resulting from the disability, and the potential accommodation(s) that the College might make to overcome those limitations. If necessary to verify the nature of the disability or identify

appropriate accommodations, relevant information or documentation may be required from the employee's health care provider(s).

The College will determine the feasibility of the requested accommodation by considering various factors, including but not limited to, the nature and cost of the accommodation, available financial resources, and the accommodation's impact upon the operation of the College.

The College will inform the employee of its decision on the accommodation request.

An employee or job applicant who has questions regarding this policy or who believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

APPLICATION FORMS AND EMPLOYEE REPRESENTATIONS

The College relies upon the accuracy of information contained in employment applications and other communications to the College by its employees, and among its employees. Misrepresentation, falsification, or material omissions in a job application or in employees' other communications within the College may result in disciplinary action up to and including discharge.

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Because Randolph College and each department depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

Employees are expected to be at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor before the time the employee ordinarily reports to work to indicate that he/she will be absent or late for their assigned work shift. If after a reasonable effort your supervisor cannot be reached, please contact your Department Head or the Director of Human Resources. Do not rely on reporting your absence to another employee.

It is your responsibility to call your supervisor each day of your absence until a date of return has been established. It is inappropriate to have someone else call in for you relating your absence, unless there is an extreme emergency which precludes you from phoning in personally to your immediate supervisor.

Employees who fail to inform their supervisor prior to being absent or late, who are absent or late without valid excuse, or who are consistently absent or late without valid excuse will be subject to disciplinary action up to and including termination, consistent with applicable law and the payment of salaried employees on a salary basis. Employees

who are absent for three consecutive work days without contacting their supervisor or human resources will be deemed to have voluntarily forfeited their employment.

BACKGROUND CHECKS

Randolph College is committed to providing a safe campus environment for its students and employees. In an effort to maintain a safe environment, the College will conduct background checks on all employees, excluding student applicants for student positions. The background checks could include, but not limited to, such reviews as criminal history, credit checks in compliance with the Fair Credit Reporting Act, degree and employment verification, and motor vehicle license checks, etc. All background checks performed by an outside agency will conform to the Fair Credit Reporting Act. The College will conduct and use these background checks as they relate to a particular position, in accordance with law. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Falsification of application materials, including failure to disclose misdemeanor or felony convictions, is grounds for termination of employment or non-selection of an applicant, or if discovered subsequent to employment, will be grounds for immediate dismissal.

BREAKS

Breaks are a benefit provided by the College to allow for rest and relaxation. Breaks are at the discretion of your Supervisor. Break time may not be used to shorten the work day.

CAMPUS COMMUNICATIONS

Information of general interest is posted on the College's portal at <https://my.randolphcollege.edu/portal/main.html>; and for employees that do not have regular access to e-mail such as Buildings & Grounds and Riding Center staff, items of importance will be posted at the various time clocks. Job openings are posted on the HR website at <http://www.randolphcollege.edu/x14176.xml> and a hard copy is posted on the bulletin board outside the Business Office.

CONDUCT & DISCIPLINE

The College requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among its employees. The orderly and efficient operation of Randolph College requires that employees maintain proper standards of conduct at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the College's customers, or who violate any of the College's policies, are subject to appropriate disciplinary action, up to and including discharge. The College

retains the right to determine what discipline should be issued in each individual situation.

Disciplinary action is taken, when necessary, with the intent of correcting and improving performance. Supervisors are encouraged to provide continual feedback regarding the performance of their employees. The annual Performance Evaluation Process will facilitate this process.

There are certain behaviors or violation of certain policies or procedures that are so extreme that immediate termination is the only reasonable solution. These performance standards are merely examples of types of misconduct here to provide general understanding of what the College considers to be unacceptable behavior.

Examples of incidents for which an employee may be dismissed without prior notice include, but are not limited to:

1. Willful or inexcusable negligent acts.
2. Gross insubordination such as refusing to accept a reasonable job assignment.
3. Dishonesty which includes, but is not limited to, thefts as well as falsification of records such as the application for employment or reports.
4. Intoxication - being under the influence of alcohol or illegal drugs as defined by the Drug-Free Workplace Act, and the Drug-Free Schools and Communities Act Amendments of 1989, while on the job.
5. Failure to respect the confidential nature of college records, payroll information, or information about students and/or employees.
6. Disorderly conduct, including abusive or profane language, immoral conduct, and threat or use of personal violence.
7. Absence from work for 3 consecutive working days without notification of your supervisor.

All instances of misconduct should be referred to the Director of Human Resources immediately.

Refer to the Dismissal portion in the Leaving the College section of the handbook for additional information.

CONFIDENTIALITY POLICY

All Randolph College records and information relating to the College or its customers are confidential and employees must, therefore, treat all matters accordingly. No Randolph College or College-related information, including but not limited to, documents, files, records, computer files, e-mails or similar materials (except in the ordinary course of performing duties on behalf of Randolph College), may be removed, physically or electronically, from Randolph College premises without permission from Randolph College. Additionally, the contents of Randolph College records or information otherwise obtained in regard to business may not be disclosed to anyone, except where

related to the College's business. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for revealing information of a confidential nature.

In addition all faculty, adjuncts, and staff--exclusive of custodial, grounds, and riding center workers (management in these areas will be required to participate), will be required to complete a FERPA Tutorial Training upon hire so they will be informed about student records security. FERPA is the Family Educational Rights and Privacy Act and is sometimes called the Buckley Amendment.

Any questions from a visitor or telephone caller about College policies or individual students or faculty should be referred to the Assistant Vice President for College Relations and Marketing. Questions relating to personnel matters and matters involving potential litigation against the College, its employees or its students should be referred to the Director of Human Resources.

CONFLICT OF INTEREST

No employee shall have a conflict of interest in any sales, supplies, or services to the College. No employee who would benefit financially from the supplying of goods or services to the College shall participate in the decision process leading to the choice of supplier. Any potential conflict of interest (including interest in any sales, supplies, or services by immediate family members of an employee) should be disclosed to the Vice President for Finance and Administration.

DRESS

The appearance of each employee of Randolph College influences the public opinion of the College. Although no College-wide dress code exists, it is each employee's responsibility to dress neatly in clothing suitable for the type of work involved and which does not constitute a safety hazard. In addition, a departmental supervisor may make rules relating to attire for that particular department.

DRUG-FREE WORKPLACE POLICY

The College requires compliance with both the word and intent of the Drug-Free Workplace Act, and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Acts of the Virginia Assembly relating to drug and alcohol use, and Federal, State and Department of Education Regulations implementing such legislation. The Federal Drug-Free Workplace Act of 1988 requires institutions that receive federally-funded grants, including student aid, to undertake certain actions and adopt various procedures relating to the misuse of controlled substances in the workplace.

Employees are subject to disciplinary action up to and including termination for (1) use, possession, sale, dispensation, offering, manufacture or being under the influence of illegal drugs, whether on- or off-duty; (2) use, possession, sale, dispensation, offering,

manufacture, or being under the influence of alcohol on or in College premises, vehicles, worksites, or time (except consumption of alcohol at social or sales events, in moderation, with prior permission); (3) such activities in regard to alcohol off-duty where they adversely affect job performance, job safety, or the College's reputation in the community; and (4) conviction or guilty plea under any criminal drug charge.

The College reserves the right to require an employee to submit urine and/or blood samples for alcohol or drug testing whenever the College suspects that an employee is violating this policy, or that violation of this policy may have contributed to an accident involving injury, fatality, damage to property, or serious risk of the same, as determined by the College in its sole and unfettered discretion.

Employees who test positive for drugs or alcohol will be subject to disciplinary action up to and including termination. Employees may need to explain or document "false positive" results that may be caused by legal activity. Refusal to submit to a drug or alcohol test will be treated as insubordination and a positive result.

Employees who are convicted of or plead guilty to criminal drug charges must notify the College as soon as possible thereafter, within five calendar days of such a conviction. Employees who operate a motor vehicle as part of their job duties must also notify the College immediately of any conviction or guilty plea under any charge of driving with or under the influence, reckless driving, or other serious driving offense. The College may consider the pendency or possibility of appeals in determining appropriate discipline.

Testing will be conducted by a laboratory at College expense. Tests will require the collection of urine specimens. Procedures for collecting urine samples will permit individual privacy during the collection process in most cases, consistent with Title 49 of the Code of Federal Regulations. The College expects to use these procedures even though, for most employees, testing will be neither required nor actually regulated by Federal law. The College will maintain the confidentiality of test results, consistent with the implementation of this policy.

A copy of the Drug-Free Workplace Policy is available in the Human Resources Department.

EMPLOYMENT ELIGIBILITY AND VERIFICATION (I-9 FORM)

The Department of Homeland Security requires that every employee hired by the College after November 6, 1986, complete Section 1 of the Employment Eligibility Verification Form (commonly called I-9) on the first day of work and the employee must provide the required document or documents for the employer to complete Section 2 within three workdays of the start of work. This is a condition of employment. (A list of acceptable documents is on the back of the I-9 form.) The I-9 provides proof of eligibility to work in the United States.

If an employee's status documents expire on a particular date, he or she must come to the Human Resources Department with appropriate documentation before the expiration date

of the documents to have their records updated. Failure to provide the required documentation by law by the expiration date may lead to suspension and/or termination.

EMPLOYEE CLASSIFICATIONS

Employees of Randolph College are categorized for administrative purposes. The following are used throughout the Employee Handbook:

FULL-TIME FACULTY & STAFF

A Full-Time staff employee works a minimum of 1820 hours per year, which equates to 35 hours per week. Employee hired after fall 2008 work a minimum of 2080 hours per year, which equates to 40 hours per week.

EXEMPT employees are classified as such by virtue of their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a monthly basis.

NON-EXEMPT/HOURLY employees are classified as such by virtue of their job duties and receive overtime pay in accordance with Federal and State Wage and Hour Laws (one and one half the hourly rate of pay for hours worked in excess of 40 hours per workweek). Salaries are calculated on a weekly basis, Sunday through Saturday.

Randolph College maintains a variety of benefit plans providing benefits to some or all of its faculty and staff, in some cases, their dependants. As of this writing, those benefits include:

- Group Medical Health Insurance
- Dental Insurance
- Life insurance
- Vacation, holiday, and sick leave (staff only)
- Jury and court appearance leave (staff only)
- Military leave with pay
- Bereavement leave (staff only)
- Tuition benefits (see faculty handbook for variation of policy)
- Short-term disability (staff only)
- Long-term disability
- Retirement (Defined Contribution Plan & Tax Deferred Annuity)
- Employee Assistance

All questions of eligibility, coverage, and benefits under these benefit plans are determined in accordance with formal plan documents. Where such plan documents are interpreted by the College or its agents, such persons are intended to have discretion to interpret plan provisions and to make factual determinations affecting eligibility. The

College reserves the right to change, alter or terminate all plans and/or change insurance carriers as it sees fit, consistent with applicable law. You should receive a Summary Plan Description of the terms of each benefit plan in which you participate. Please contact the Director of Human Resources if you have questions or to obtain copies of these documents if you have not already received them.

PART-TIME STAFF

A Part-Time staff employee is anyone hired for less than 1820 hours annually. Part-time employees may be eligible for some of the following benefits based on number of hours worked:

- Retirement contribution, if the employee works a minimum 1000 hours annually and meets the minimum age requirement.
- Health and Dental Insurance, if the employee works a minimum 1365 hours annually.
- Flexible Spending Account, if the employee works a minimum of 1365 hours annually.
- Tax Deferred Annuity (no minimum hours worked requirement)
- Pro-rated vacation, holidays, and sick leave

All questions of eligibility, coverage, and benefits under these benefit plans are determined in accordance with formal plan documents. Where such plan documents are interpreted by the College or its agents, such persons are intended to have discretion to interpret plan provisions and to make factual determinations affecting eligibility. The College reserves the right to change, alter, or terminate all plans and/or change insurance carriers as it sees fit, consistent with applicable law. You should receive a Summary Plan Description of the terms of each benefit plan in which you participate. Please contact the Director of Human Resources if you have questions or to obtain copies of these documents if you have not already received them.

TEMPORARY OR SUMMER EMPLOYEES

A temporary employee is hired for a specific project or time frame and is only eligible to participate in the Tax Deferred Annuity Plan. (This is where an employee can tax shelter earnings for retirement.)

EMPLOYMENT RECORDS

All employment records are maintained by the Director of Human Resources. They are considered confidential property of the College and are not to be removed from the Human Resources Office or duplicated without appropriate authorization. Supervisors of staff may only have access to personnel information on a need-to-know basis. A director or supervisor considering the hire of a former or transfer of a current employee may be granted access to the file.

Personnel files are to be reviewed in Human Resources, and may not leave the Human Resources Department.

An employee has the right to review his or her personnel file and may do so by requesting an appointment with the Director of Human Resources.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to the file information. This decision will be made at the discretion of the Director of Human Resources in response to the request, a legal subpoena, or court order. Reasonable effort will be made by the College to notify the employee of the order in advance of compliance.

EMPLOYMENT OF RELATIVES

Randolph College permits the employment of qualified family members only where such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. Employment of immediate family members within the same department is not permitted; nor is it permitted where one has direct supervision, chain of command, or administrative responsibility over the relative regarding work assignments, promotion, and salary. Immediate family defined for this purpose is to be that individual's spouse, domestic partner, child or legal guardian, parent, grandparent, brother, sister, aunt, or uncle. The hiring of an immediate family member requires that an exception be made and that approval be obtained from the Vice President for Finance and Administration or the Vice President for Academic Affairs, plus the Director of Human Resources to whom the request should initially be made.

EQUAL EMPLOYMENT OPPORTUNITY

Randolph College is an *equal opportunity employer*. We do not discriminate or allow discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, veteran status, religious beliefs, political beliefs, genetic information, sexual orientation, or any other classification protected by applicable law.

Although Randolph College is an exempt institution with regard to undergraduate admissions under Section 86.15(d) of the regulations effectuating Title IX of the Education Amendments of 1972, as amended by Public Law 93-568 and published in the Federal Register of June 4, 1975, it is the College's intention to adhere to the letter and spirit of the law with a policy of non-discrimination on the basis of sex in all other aspects of its educational program and activities, including employment.

We require that all of our employees, supervisors, and managers understand and practice equal employment opportunity. Acts of discrimination, including illegal harassment, will not be tolerated. We will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship on the College.

We require that all employees lend their support to achieving our objectives of equal opportunity employment and of zero tolerance for any type of illegal harassment or discrimination. Any violation of this Equal Employment Opportunity Policy, including its prohibitions on harassment, will be dealt with severely. Any employee, including any manager or supervisor, who engages in such violation will be subject to appropriate disciplinary action up to and including discharge.

The Human Resources office has overall responsibility for this policy and maintains reporting and monitoring procedures. Inquiries or complaints should be directed to the Director of Human Resources (located in Smith Memorial Building), Randolph College, 2500 Rivermont Avenue, Lynchburg, Virginia 24503. Telephone (434) 947-8114.

HIPAA PRIVACY

The Randolph College group health plan (the “Medical Plan”) and the flexible spending account plan (the “Flex Plan”) are subject to federal regulations under the Health Insurance Portability and Accountability Act (“HIPAA”) regarding the privacy of an individual’s health information held by the plans. These regulations apply to the group health plan and the flexible spending account plan offered by the College. These regulations do not apply to Randolph College with respect to employment matters or matters other than the group health plan and the flex plan administration, nor do they apply to any other benefit plans sponsored by Randolph College, even though some of those other plans create or receive health information.

In general, the HIPAA privacy regulations establish guidelines for and limits upon the Medical and Flex Plan’s use and disclosure of your individual health information held by the these plans. The two named plans have implemented privacy policies and procedures to ensure the privacy of your health information, as required under the regulations. In addition, Randolph College has amended the plan documents to ensure that employees of Randolph College who received or have access to health information from the Medical Plan or the Flex Plan protect the privacy of that information, as required by the regulations.

The College has prepared a Privacy Notice and Policy that describes the manner in which your health information may be used and disclosed by the Medical Plan and Flex Plan. It also explains your legal rights under the regulations. You may request a copy of the Privacy Notice and Policy by contacting Human Resources. You may also contact the Director of Human Resources if you have a complaint, such as where you feel your privacy rights have been violated.

INFORMATION TECHNOLOGY RESOURCE POLICY

If, after reading this policy, you still have questions about copyright and acceptable use at Randolph College, please e-mail copyright@randolphcollege.edu.

Acceptable Use of the Randolph College Network

1. Use of accounts for instructional, research, or college related activities takes priority over users playing games, participating in online chats/activities or sending/receiving personal e-mail. *Information Technology, or a representative thereof, reserves the right to ask a user utilizing system resources for non-academic purposes to logoff of the system to allow another user to use the system for academic purposes.*
2. Use of computing resources for commercial purposes is prohibited, even if there is no financial gain involved. This includes, but is not limited to, use of e-mail and web publishing.
3. Using the system in a way that deliberately diminishes or interferes with the use of the system by others is not allowed. This includes downloading large music and video files for recreational use. Using personally- or College-owned computers as **file-serving/sharing** systems is prohibited. Use of peer-to-peer file sharing applications such as: **Napster, Aimster, Gnutella or Kazaa** as a tool to download copyrighted music, videos and applications is a violation of Federal Copyright Law and the student honor code. Allowing other computers to gain access to files on your machine via the network is not allowed.
4. No user may permit another to use his or her computer account.
5. Wireless Access Points, other than what is provided by the College, are not allowed.
6. Do not intentionally seek information on, obtain copies of, or modify files, passwords, or any type of data or programs belonging to another user unless specifically authorized to do so by the account owner for a specific purpose.
7. Printing is limited to academic or work related documents.
8. Randolph College will not tolerate use of college facilities for indecent communications of any kind, including transmission of any obscene material. The word "obscene" where it appears in this policy shall mean that which, considered as a whole, has as its dominant theme or purpose an appeal to the prurient interest in sex, that is, a shameful or morbid interest in nudity, sexual conduct, sexual excitement, excretory functions or products thereof or sadomasochistic abuse, and which goes substantially beyond customary limits of candor in description or representation of such matters and which, taken as a whole, does not have serious literary, artistic, political or scientific value. Due to the nature of Randolph College's privately owned network and equipment, prohibition of these materials is not subject to governmental free speech laws.
9. Do not develop or execute programs that could harass other users or otherwise damage or alter software configurations.
10. Intentional distribution of computer viruses is prohibited. Any computer connected to the Randolph College network **must** have virus protection software. Randolph College provides automatically updated antivirus software to those PC users who connect to its network. However, it is the responsibility of the user to verify that the

antivirus updates are current so that the computer is protected from the most recent viruses.

11. Follow established procedures as posted in the computer labs.
12. Sending e-mail chain letters to other users on or off campus will not be tolerated.
13. E-mail and newsgroup spamming is prohibited. "Spamming" is defined as sending unsolicited messages to multiple recipients. This does not include e-mail sent from authorized faculty and staff members to specific audiences.
14. Access to information on any network server or other network resource is restricted to that which users have been previously authorized. Attempting to access unauthorized data or resources is a violation of this policy.
15. Using Randolph resources to commit libel or slander is prohibited. Libel is defined as the dissemination of a false statement of fact or the act of defaming, or exposing to public hatred, contempt, or ridicule, by a writing, picture, sign, etc. Slander is defined as words falsely spoken that damage the reputation of another; the act of defaming or charging falsely or with malicious intent; or attacking the good name and reputation of someone.

Enforcement

Violations of this policy by staff or faculty will be referred to the Office of Human Resources or Dean of the College, respectively, for appropriate action and/or resolution.

Violations of this policy by students or other non-College personnel will be referred to the Information Technology Department for appropriate action and/or resolution.

Consequence of violating this policy may include suspension of a user's network privileges, including e-mail. A second offense may result in computing privileges being permanently suspended.

A student who has had his/her network privileges suspended has the right to request a hearing before an appeals panel. This panel's members include the Dean of Students, Dean of the College and the Director of Information Technology. This appeals panel has the final authority on computing privilege suspensions. If a student wishes to appeal a computer related privilege suspension, he/she should contact the Dean of Students.

Any use of the College's computer resources by a student that constitutes cheating or plagiarism will be referred to the Judiciary Committee in accordance with the procedures published in the Honor System section of the Student Handbook.

Sexual Harassment

Use of the computing resources for the display or transmittal (for example, messages sent through e-mail) of sexually explicit or abusive language, pictures or video that could be considered offensive may also be handled under the College's sexual harassment policy. A copy of this policy is available from the Dean of Students or the Office of Human Resources.

Electronic Privacy

The Information Technology department will make every effort to safeguard the privacy of e-mail and data files stored on servers. Users are, however, reminded of the following:

- It may be possible, however unlikely, for individuals to obtain unauthorized access to users' e-mail or personal files.
- The College may be ordered by a court of law to surrender communications that have been transmitted via e-mail. If a user is under investigation for misuse of e-mail, his/her account may be suspended, and his/her e-mail read as it applies to the offense.
- A user's e-mail may be purged after an appropriate period as determined by the Randolph College-mail postmaster whether or not the messages have been read.
- Files stored on Randolph's network equipment are subject to evaluation and may be moved or purged depending upon file size and age.
- Users are reminded that changing their passwords on a regular basis is mandatory and will help maintain privacy.
- Upon terminating employment with the College, a user's account will be deleted at the end of that business day. If a user is on leave, the account will be inactivated for that period of time. Supervisors should work directly with IT on contract employees. Any special request should go through the Office of Human Resources for approval.

MOTOR VEHICLE POLICY

It is the combined responsibility of the College and its employees to ensure that all College vehicles are operated in a safe manner. While operating a College vehicle, it is required by law that the driver must wear a seat belt at all times. Any employee operating a college vehicle must possess a valid Virginia driver's license. The College may, at any time, request an employee to provide a current copy of their driving record and/or proof of a valid license. Should an employee have their license suspended or revoked, that employee may not operate any College vehicle under any circumstances.

An employee who routinely operates a College vehicle in the course of their job duties must advise their supervisor immediately of a traffic violation or a motor vehicle accident, whether or not it occurred at work, as well as any license suspension or revocation. The College will make every effort to relieve the employee of driving responsibility; however, the College reserves the right to terminate an employee whose job requires the operation of a College vehicle should that employee lose his/her license. Refer to the *Vehicle Operations Safety Policy* for additional information.

Any misdemeanor or criminal conviction resulting from an employee driving a college vehicle will be evaluated and may be grounds for disciplinary measures, up to and including dismissal.

Any accident involving a personal vehicle while on College business or a campus vehicle must be reported immediately to your supervisor. The supervisor will report the accident to Security. An accident report should be filled out immediately upon returning to the College.

NURSING MOTHERS IN THE WORKPLACE BREASTFEEDING POLICY

In compliance with federal law, Randolph College will provide an employee with an unpaid reasonable break time each time the employee has need to express the milk for her nursing child during the first year of the child's life. The College will provide a private and sanitary place with an electrical outlet and nearby access to running water. (Employees may use their own office, if applicable.) Employees are encouraged to bring their own cooler to store the breast milk or store the milk in a designated refrigerator. Employees must provide their own containers and, if stored in a college refrigerator, the container must be clearly labeled. Contact HR if assistance is needed in arranging a space.

OUTSIDE EMPLOYMENT

Holding another job in addition to a full-time position at the College may interfere with an employee's efficiency. If an individual's job performance is affected by having a second job, he/she will be counseled by the supervisor. The College considers itself the primary employer of all full-time employees.

POLICY PROHIBITING HARASSMENT (INCLUDING SEXUAL HARASSMENT) FOR STAFF

Every College member has the right to work and study in an environment free from discrimination and harassment and deserves to be treated with dignity and respect. The College is, therefore, committed to providing a work environment free from harassment, intimidation, and coercion based on or related to race, gender, religion, national origin, sexual orientation, genetic information, age, disability, marital status, or any other classification protected by applicable law. Such behavior is inconsistent with our philosophy of mutual respect for all employees and will not be tolerated.

Illegal and improper harassment may include the following examples:

- Offensive or abusive physical contact;
- Use of offensive nicknames or terms of endearment;
- Unwelcome comments about a person's clothing, body, or personal life;
- Offensive jokes or unwelcome innuendo;
- Any suggestion that sexual activities, race, gender, religion, national origin, age, disability, genetic information, or any other protected classification would affect one's job, promotion, performance evaluation, or working conditions; or
- Other conduct referring to race, gender, religion, etc., even if not objectionable to some employees, if it creates a working environment that others may reasonably find hostile or offensive.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission or rejection of such conduct is made a term or condition of an individual's employment;
- Submission or rejection of such conduct is used for the basis for an employment decision, such as promotion, demotion, termination, or pay; or
- Such condition interferes with an employee's work performance or creates a hostile, intimidating, or offensive work environment.

ACADEMIC FREEDOM

This policy recognizes the tension that may exist between academic freedom and legal limits of expression. However, no part of this policy is intended to limit free discussion of the merits of any issue relating to gender differences or open inquiry into any material or issue relevant to the academic content of a course, including human sexuality.

COMPLAINT PROCEDURE

If you believe you are the victim of illegal harassment or other illegal discrimination, or witness what you believe to be illegal harassment or discrimination, you should use the procedure listed below. The goals of the complaint procedure are to ensure sensitive and fair handling of all complaints, to protect the legitimate interests of all parties involved, and to resolve a harassment complaint without resort to the legal process. The complainant is free at any time before or after making a complaint through the College's harassment complaint procedure to file a complaint with a Federal or State agency, if they so choose.

If you believe you are being harassed or subjected to discrimination or believe you have witnessed such behavior and you are comfortable in speaking to the offending employee, you are encouraged to speak to that individual about his or her conduct and explain that you do not like it. The offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome.

If you believe you have been harassed or subjected to discrimination or have witnessed such behavior and you are uncomfortable approaching the offender, or have done so without success, or simply want the College to know, you should report such facts immediately to your supervisor so that the College can take appropriate action.

If for any reason you are uncomfortable approaching your supervisor (for example, if your supervisor is the person you feel is engaging in illegal harassment or discrimination), or you feel that the matter is not being adequately addressed, you should bring the matter to the attention of Director of Human Resources as soon as possible, preferably within forty-eight hours.

In any event, respond immediately; do not ignore the problem. It is important to inform the College immediately if you experience or observe illegal discrimination or harassment. Nothing can be done to remedy a problem if the College does not know it exists. If a complaint is made, the College will conduct an investigation and take appropriate action. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation.

Employees should also use this procedure in regard to any work-related harassment or discrimination by non-employees. The College cannot always control the conduct of all non-employees, but will attempt to address any such situations that arise, consistent with the intent of this policy.

RETALIATION

No employee who, in good faith, makes a complaint or participates in the investigation of a discrimination or harassment complaint, will be disciplined or otherwise retaliated against. Retaliation against an individual for good faith reporting of a claim of harassment or cooperating in the investigation of same will not be tolerated and will itself be subject to appropriate discipline.

CONFIDENTIALITY

Complaints of harassment will be dealt with according to established procedures that treat all information as confidential. Parties involved should not engage in public discussion of their cases. In order to perform its duty of maintaining appropriate vigilance against patterns of harassment, the College will maintain confidential records pertaining to complaints as indicated.

EDUCATIONAL PROGRAM

The VP for Academic Affairs and Dean of the College, the VP for Student Affairs and Dean of Students, and the Director of Human Resources shall be responsible for developing and implementing a plan for educating the College community with regard to harassment on a regular basis.

CONSENSUAL RELATIONS

As a matter of sound judgment and professional ethics, employees are strongly cautioned against entering a romantic or sexual relationship with any student. Such a relationship places the employee as well as the College in a vulnerable position with respect to a harassment claim. The potential for a claim of harassment is greater in a relationship between persons of unequal status and power, such as in a relationship between a staff member and student with whom she or he has a supervisory relationship. Voluntary consent by a student in such a relationship, even if present, is always suspect given the fundamentally unequal nature of status and power in the relationship. Supervisory relations include advising, coaching, disciplining, or supervising the employment of a student; approving or recommending a petition or application made by a student; or

making or enforcing a policy that directly affects a student. If found guilty of a harassment complaint, a staff member who is or was involved in such a relationship is subject to disciplinary measures, up to and including termination.

The fact that a student has consented to a romantic or sexual relationship with a staff member does not protect that staff member, or the College, from the filing of a harassment complaint by the student. Staff should note that the College may act as a complainant for the purpose of fulfilling its duty to maintain appropriate vigilance against harassment.

Employees of the College are hereby advised that a romantic or sexual relationship with an employee whom they supervise may be found to present a conflict of interest. The fact that an employee has consented to a romantic or sexual relationship with her or his supervisor does not protect that supervisor, or the College, from the filing of a sexual harassment complaint by the employee. Employees are also advised that the College may act as a complainant for the purpose of fulfilling its duty to maintain appropriate vigilance against sexual harassment.

Employees in a romantic or sexual relationship with a student or employee with whom they have a supervisory relationship face the risk under federal law of personal responsibility in terms of both litigation defense and liability exposure.

POSITION VACANCIES

As faculty and staff positions become available, openings are posted internally at <http://www.randolphcollege.edu/x14176.xml> and advertised externally as needed. A paper copy of job openings is posted on the bulletin board outside the Business Office. Internal staff promotions of qualified individuals for specific vacancies will be permitted without conducting a search. Such a promotion will require the approval of the division head and the Director of Human Resources. The Human Resources Office helps coordinate or arrange the search, evaluation, and appointment process. Please refer to the section on Promotions and Transfers.

STAFF EMPLOYEE PROBLEMS OR GRIEVANCES

The College anticipates that each employee will have a successful employment experience. There may be an occasion, however, when a problem relative to your working conditions or the administration of Personnel Policies may occur. A grievance is an allegation, by a person or persons covered by this Employee Handbook, that there has been a violation, misinterpretation, or misapplication of any or some of the terms of the Handbook.

It is in the best interest of the College and its staff to resolve any such problems quickly and at a level as close as possible to where the grievance arose. A grievance procedure has been established so that employees may be assured of fair consideration and to

establish if the alleged grievance is of substance. A means of appeal without prejudice from the immediate supervisor has been provided for this reason.

Personnel problems involving appointment, promotion, salary adjustments, termination, or any matter involving working conditions should be handled in the manner listed below using the Grievance Form for Staff Employees. A copy of this form is available in Human Resources or at <http://www.randolphcollege.edu/humanresources/forms.asp>.

Please note that for the purpose of the grievance procedure, a working day shall be defined as a day when the administrative offices of the College are open.

Step 1 - Immediate Supervisor/Manager

The employee should first meet with his/her supervisor to discuss the alleged grievance. This should be done within 5 working days of the alleged grievable action. The immediate supervisor should document this meeting and discussion. It is in the best interest of both parties to arrive at a mutually agreeable solution at this level.

Step 2 - Department Head

If there is no mutual agreement, the employee has 3 working days from the date of the meeting with the supervisor to complete and file the Staff Grievance Form with his/her Department Head. Upon receipt of the Staff Grievance Form, the Department Head should advise the Director of Human Resources of the grievance. The Department Head has 3 working days, from the date of receipt of the Staff Grievance Form, to meet with the employee and the employee's immediate supervisor. After the scheduled meeting, the Department Head has 5 working days to respond to the grieved employee in writing with a decision. It is hoped that a mutually agreeable solution will result at this stage. If the employee is not satisfied, the employee may proceed to Step 3. There may be occasions when this step is eliminated because the Department Head is a member of Senior Staff.

Step 3 - Senior Staff

The employee has 3 working days from the date he/she received the written decision from his/her Department Head to appeal that decision to the appropriate Senior Staff. The employee must submit his/her case in writing to his/her Senior Staff member. Provided that the Senior Staff member is in town, a meeting with the affected parties will occur within 5 working days from the date of receipt of the appeal. The Senior Staff member will make a determination in writing regarding the disposition of the grievance within 5 working days from the date of the meeting, provided that the Senior Staff member is in town. If a mutually satisfactory solution is not agreed upon, the employee may proceed to Step 4, within 3 working days from the date of the final decision from the Senior Staff.

Step 4 - President

The employee has 3 working days from the date he/she received the written decision from his/her Senior Staff member to appeal the decision to the President of the College in writing. The President will then investigate the problem. The investigation may include a personal conference with the employee and other parties involved. Provided that the President is in town, within 15 working days of receiving the appeal, the President will provide the employee with a written final decision. Because the responsibility for the operation of the College has been delegated to the President, any decision rendered by the President in a grievance situation must be regarded as final and binding.

Employees are expected to exhaust the remedies available with the College grievance procedure prior to instituting any proceeding regarding the subject matter of the grievance in any state or federal court or agency.

SMOKING POLICY

It is the goal of Randolph College to provide a safe learning and working environment for faculty, staff and students. It is recognized that smoke from cigarettes, pipes and cigars is hazardous. Randolph College wants to provide a smoke-free environment and as a result, the College complies with the City of Lynchburg Smoking Ordinance.

Smoking is prohibited within 30 feet of all entrances; exits; windows; air conditioning units or other ventilation intake systems; and covered porches/entryways of any building owned by Randolph College.

Smoking is allowed outdoors on the Randolph College Campus, as long as the smoker is the requisite distance from buildings, and properly disposes of all smoking materials. For the convenience of smokers, there are designated smoking areas with ashtrays and seating located as follows:

- Beside the Chapel on the path that leads to the Pines House
- Outside Leggett Hall in the grassy area facing Main hall
- Front Campus in the Gazebo

The campus community will be duly notified if there are changes in the College's policy. Violations of the Smoking Policy by students will be adjudicated by the Social Violations Hearing Board; violations of the Smoking Policy by staff or faculty will be adjudicated by the Director of Human Resources.

SOLICITATION AND CONTRIBUTIONS

Solicitations or petitioning by outside groups anywhere on the College premises, including parking lots, is strictly prohibited unless specifically authorized by the Vice President for Finance and Administration.

Randolph College stresses that employees of the College should not be disturbed or disrupted in performing their job by solicitations.

Solicitations during work time by, or on behalf of, any individual organization, club or society is prohibited. The distribution of any literature, pamphlets or other material in a College work area is prohibited.

TELEPHONE USE

Since a large percentage of business is conducted over the phone, it is essential to project a professional manner at all times. Although Randolph College realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. For long distance personal calls, a personal calling card is encouraged. When it is necessary to place direct dial personal long distance calls, payment for such calls should be submitted to the Cashier, Business Office, within 15 days of the date of the itemized statement. Make checks payable to Randolph College.

UNIFORMS

In certain work assignments, uniforms are required by the College. If uniforms are required, the supervisor makes the necessary arrangements for employees to be issued uniforms. The cost and laundry of the uniforms are paid by the College, and uniforms remain the property of the College.

Upon termination of employment, the individual is required to return all issued uniforms to the supervisor on or before the last day of employment. If uniforms are not returned, the cost of the uniforms will be withheld from your last check.

UNSUPERVISED CHILDREN ON CAMPUS

Randolph College supports and encourages the participation of staff, faculty, and student families at campus events, as well as appropriate use of its facilities. However, in the past, children have been left unsupervised on the Randolph College premises, especially during snow days when school has been cancelled. Children must be supervised by an adult at all times when they are on the Randolph College campus, including locations such as the Student Center, the Skeller, the Library, and PER. Randolph College can continue to be a productive learning and working environment if everyone cooperates with this practice.

WHISTLEBLOWER POLICY

Randolph College (the “College”) is committed to complying with applicable laws and strives to operate in a forthright manner. The College expects its faculty, staff, and administrators to conduct themselves and perform their duties in an ethical manner. The College has a reputation for excellence. The College’s business policies and procedures are intended to prevent and/or detect fraudulent or illegal activities. Each member of the Randolph community shares a responsibility to the College and is encouraged to report matters of concern or suspected violation.

Purpose:

The purpose of this policy is to encourage and provide a confidential and/or anonymous manner of reporting observed or suspected fraudulent or illegal activities.

Objective:

The objective of this policy is to ensure good-faith serious concerns about suspected fraudulent or illegal activities are reviewed and investigated thoroughly.

Reporting:

Individuals wishing to report violations or suspected violations should report the occurrence to the Vice President for Finance and Administration (VPFA, Ext. 8114) or the Vice President for Academic Affairs and Dean of the College (VPAA, Ext. 8820). The occurrence should be reported in writing and should contain as much detail as possible.

The VPFA or VPAA will acknowledge receipt of the complaint or concern in writing, unless it was anonymous. The VPFA and VPAA will investigate all reports, document the investigation, and if necessary, make certain that corrective or disciplinary action is taken. The VPFA will report the complaint to the Audit Committee of the Board of Trustees at its next regularly scheduled meeting.

Reports involving the President, a Vice President, a member of Senior Staff, or a Trustee of the College should be reported to the Chair of the Audit Committee of the Board of Trustees of Randolph College, care of the College’s independent external auditor at the address in the attached document. The Audit Committee Chair will acknowledge the report in writing to the individual and will conduct or oversee the investigation.

Anonymous reporting is allowed, but it must be understood that the investigation could be hindered if questions cannot be asked of the party making the complaint.

Confidentiality:

The VPFA and VPAA will try to keep the matter as confidential as possible to conduct a thorough investigation. The utmost discretion will be used.

Guidance and Questions:

The Controller (Ext. 8135) is available to answer questions related to this policy. The Controller's office is located in the Business Office in the Main Hall building. If the Controller cannot answer a question(s), the Controller will help direct the individual to the best place to get such question(s) answered.

No Retaliation:

No individual who, in good faith, reports a suspected violation or concern shall suffer retaliation or adverse action. Any employee who does retaliate is subject to disciplinary action, up to and including termination. If an individual feels he/she has been retaliated against, the VPFA or the VPAA should be contacted immediately.

Documentation and Retention:

At the conclusion of the investigation, all materials and related notes will be maintained with the VPFA. These documents will be retained in a secure location.