

The employment section summarizes certain employment policies and procedures. If you have a question or need more clarification, contact your immediate supervisor or Human Resources.

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

An 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.**

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 SAFETY AND SECURITY

The security of all members of the campus community is of vital concern to Randolph College. The following information may be requested from the College Safety and Security Department:

- crime prevention advice;
- enforcement authority of the Randolph College Safety and Security Department;
- policies concerning the reporting of any crimes that may occur on campus, in certain off- campus buildings owned or managed by Randolph College, or on public property immediately adjacent to and accessible from the College; and
- crime statistics for the most recent three-year period.

This information may also be accessed through the web at http://www.randolphcollege.edu/ABOUT/CRIME_REPORT.HTML. A paper copy of the security report is available upon request by contacting the Randolph College Safety and Security.

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.

Certain behavior or the violation of certain policies or procedures is 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 Dismissal Section of the handbook for additional information.

COMPUTER USE

This policy applies to all of the Randolph College community including students, faculty, administrators, staff, alumnae, contract employees, and those who may be granted a guest computer account on a request basis by the system administrator. For purposes of this policy, Randolph College net includes all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Any member of the community who violates this policy is subject to disciplinary action as stated in this policy, and possible legal action under the Federal Electronic Communications Privacy Act.

Randolph College's computing resources are provided for the use of the Randolph College community. Access to these facilities is a privilege and users must conduct computing activities in a responsible manner, respecting the rights of other computer users and respecting all copyright and computing license agreements. All computing and networking resources should be used in an efficient, ethical, and legal manner. 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 Randolph College net is not allowed. Use of college facilities for indecent communications of any kind, including transmission of any obscene material is not allowed.

Computer and electronic mail ("e-mail") systems (including individual computers) provided by the College are College property and should be used for business purposes only. The College reserves the right to monitor any such computer or e-mail system to assure it is being used for appropriate purposes only. Employees should have no expectation of privacy in any matter created, received, or transmitted on, to, or from College computer and e-mail systems. The use or distribution of offensive, harassing, or inappropriate materials to, from, or on College computer or e-mail systems is strictly prohibited, and will be grounds for disciplinary action up to and including termination.

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

The Information Technology department will make every effort to safeguard the privacy of e-mail and data files stored on servers. However, users are reminded that under certain circumstances access may be granted. All equipment and data is considered to be college property. All access will be terminated when there is a change in employment status.

For more details, refer to the Information Technology Policy located at <http://www.randolphcollege.edu/it>.

CONFIDENTIAL INFORMATION

In the course of your work, you may have access to confidential information regarding the College, students, and/or fellow employees. No employee shall, without permission, at any time or in any manner, either directly or indirectly divulge, disclose, or communicate to any person, corporation, or other entity in any manner whatsoever any confidential information concerning any matters affecting or relating to the business of the College, its employees, or its manner of operation.

Any questions from a visitor or telephone caller about College policies or individual students or faculty should be referred to the Director of the Office of College Relations. 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 dress 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.

EMERGENCY INFORMATION

In the event of an emergency, please call ext. 4444, the campus emergency number.

FIRE

If you discover a fire:

- Dial 4444 and report the precise location
- Pull the fire alarm and leave the building
- Remain a safe distance from the building and inform Security of the fire location

If you hear a fire alarm:

- Leave the building immediately
- Try to close doors and windows as you leave, but don't spend time trying to work windows
- Use the stairs. Never use an elevator. Try to move downward to the nearest exit.
- Do not open a door that feels hot. There could be a fire on the other side.
- If there is a lot of smoke in the area get close to the floor.
- Remain outside the building until the alarm is silenced and you receive the message that it is safe to re-enter.

ACCIDENT

If you witness an accident or come upon someone injured:

- Dial 4444 and describe the injury and report the precise location.
- Remain in the area to guide Security to the location.
- Notify the Human Resources Office as soon as possible after the first two steps have been taken.

INJURY

If an employee is injured on the job, Randolph College provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor and Human Resources. An Accident/Incident Report will also need to be completed by the employee and forwarded to Human Resources. Failure to report accidents may preclude an employee's coverage under Worker's Compensation Insurance. For more information refer to Work Related Accident/Incidents at www.randolphcollege.edu/humanresources/forms.asp#accidents.

EMPLOYEE CLASSIFICATIONS

FULL-TIME EMPLOYEE

A Full-Time employee works a minimum of 1,820 hours per year.

EXEMPT employees are classified as such if 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 employees 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 Full-Time Employees and, in some cases, their dependants. As of this writing, those benefits include:

- Group Medical Health Insurance
- Life insurance
- Vacation
- Holidays
- Sick leave
- Jury and court appearance leave
- Military leave with pay
- Bereavement leave
- Tuition benefits
- Short-term disability
- Long-term disability
- Retirement (Retirement Annuity & 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 EMPLOYEE

A Part-Time 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 1,000 hours annually and meets the minimum age requirement.
- Health insurance, if the employee works a minimum 1,365 hours annually.
- Tax Deferred Annuity (where the employee can tax shelter for retirement)
- Pro-rated vacation
- Pro-rated holidays
- Pro-rated 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 EMPLOYEE

A temporary employee is hired for a specific project or time frame and will receive no benefits.

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 other than the Director of Human Resources 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. Personnel files 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 usually permits the employment of relatives within the same work unit, provided that: no supervisory relationship exists between relatives involving decisions affecting appointment, work assignments, promotion or salary; and the positions allow no potential for collusion to misuse, abuse, or steal College resources. Placements may not be made where the handling of confidential information could create an awkward work situation. Exceptions require the approval of the Vice President for Finance and Administration.

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 Staff 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, within 3 working days from the date of the final decision from the Senior Staff member may proceed to Step 4.

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.

HAZARDOUS WEATHER POLICY

Randolph College is a residential college and employees have responsibilities they are expected to accomplish or provide even during periods of inclement weather, power outages, or other conditions beyond the College's control.

All employees are expected to report to work during inclement weather, power outages, or other conditions beyond the College's control unless the College is declared closed by the President or Dean of the College and the employee is not required to maintain essential services. If the College is declared closed, this day (or portion of day) will not be considered a vacation day but as "other leave hours."

Employees who provide essential services are required to work even on a declared closed day. Employees who do work on a declared closed day will be allowed to take another day off. This day must be approved by your supervisor in advance.

When the College has NOT been declared closed but an individual employee determines he or she cannot come to work, that employee should contact his/her supervisor and charge the day as vacation. Late arrival or early departure should also be charged as vacation. (If there is no accrued vacation leave, then the time should be reported as unpaid leave of absence.)

Employees who are unable to work due to illness, injury, or other temporary disability or on scheduled vacation should record the time as such when the College is declared closed.

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 their license.

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.

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 the fact that they have a second job they will be counseled by their supervisor. The College considers itself the primary employer of all full-time employees.

PARKING

All employees must register their vehicle(s) with the Director of Safety and Security, if they wish to park on Randolph College property. A free parking decal will be issued for each of your vehicle(s). Parking decals are to be placed in the lower right hand corner of your rear window (passenger side). Violation of the parking regulations may result in fines or the elimination of your parking privileges.

POSITION VACANCIES

As positions become available, staff openings are posted internally and advertised externally as needed. The Human Resource Office helps coordinate or arrange the search, evaluation and appointment process. Please refer to the section on Promotions and Transfers.

SOLICITATION AND CONTRIBUTIONS

Solicitations or petitioning 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.

WORK WEEK

The normal work week begins Sunday at 12:01 a.m. and ends at 12 midnight the following Saturday.