

The College offers a variety of benefits to its employees. It is the employee's responsibility to enroll in any available and applicable benefit programs by completing the required application forms. No benefits will begin without properly signed authorizations. It is the responsibility of the employee to report promptly any change of name, address, beneficiary of insurance plans, etc., to Human Resources.

BEREAVEMENT LEAVE

Full-time employees are eligible for leave with pay when a death occurs in the employee's immediate family, in accordance with the following:

- 5 days - Parent, Spouse, Child
- 3 days - Guardian, Brother, Sister, Grandparent, Parent-in-law

When a death of a relative other than a member of the immediate family occurs, time off may be arranged using vacation or unpaid leave.

As with other absences, the supervisor should be notified as soon as possible. You may be required to provide evidence of a death and your relationship to the deceased.

EMPLOYEE ASSISTANCE PROGRAM

Randolph College offers a confidential, voluntary, and professional service that provides information, counseling, and referral services to all employees and their immediate family members. The service is designed to help employees and their families resolve personal problems which may be interfering with work or home life such as stress, alcoholism, marital difficulties, etc. Trained mental health professionals will guide you and provide you with initial consultation at no cost.

Randolph College has retained Employee Assistance of Central Virginia, Inc. to provide this service. Their office is located at 2250 Murrell Road, Suite B5 in Lynchburg, to make an appointment call (434) 845-1246 and advise them that you are an employee or a dependent of an employee of Randolph College.

Participation in our employee assistance program does not excuse employees from complying with College policies and procedures or from meeting normal job requirements during or after receiving assistance.

For further information contact Human Resources.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

FSAs offer employees an opportunity to have Randolph College withhold pretax dollars to be used by the employee to pay for certain medical and dental care expenses incurred by the employee and his/her eligible dependents during the plan year and which are expenses that are not covered by the health plan or other insurance.

Elections for participation in the FSAs occur in late November and December annually. In order to participate in the plan, you must be eligible to participate in the College's health plan. Elections may not be revoked or changed during the year unless there is a change in family status.

A FSA typically work as follows:

1. Employees decide how much they want withheld from their pay (up to a specified maximum amount) to be set-aside in their FSA account.
2. Randolph College will prorate the amount so that the College can take the same amount out each paycheck during the calendar year.
3. When the employee incurs the expense, he/she then submits to appropriate documentation to Human Resources for reimbursement.

Any unused balance remaining in an employee's FSA account at the end of the plan year or at termination of employment is forfeited. However, a FSA account balance remaining at the end of the plan year or at termination of employment may be used to pay reimbursement requests for medical expenses incurred prior to the end of the plan year or prior to termination of employment, as long as those expenses were incurred during the plan year and prior to the date of termination from employment. The College reserves the right to place a deadline on the length of time an employee may submit reimbursement claims after the end of a plan year or after termination of employment. See Human Resources for more details and a copy of the summary plan description.

FAMILY AND MEDICAL LEAVE

Policy:

The Family and Medical Leave Act (FMLA) requires private employers with 50 or more employees to provide up to 12 weeks of unpaid leave to employees in certain circumstances, in compliance with the requirements of the *Family and Medical Leave Act of 1993*, and up to 26 weeks of leave in accordance with the expansion of FMLA under *The Support for Injured Service Members Act of 2007*. This FMLA section incorporates general information, and additional information may be obtained from the Human Resources.

Eligibility:

In order to qualify for the FMLA benefit, the employee must have worked for at least 12 months and 1250 hours or more within the preceding 12 months. In addition, in order to

be eligible, employees must work at a facility where at least 50 employees of the College work within a 75-mile radius.

Leave Entitlement:

The College will grant eligible employees up to twelve (12) weeks of family/medical leave during any 12-month period for any of the following reasons:

- 1) for the birth of a child, and to care for the newborn child;
- 2) for placement with the employee of a child for adoption or foster care;
- 3) to care for the employee's spouse, child, or parent with a serious health condition;
- 4) because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
- 5) because of a qualifying exigency arising out of the fact that your spouse, son or daughter, or parent is on active duty or called to active duty in support of a contingency operation;
- 6) because you are the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness. (This leave may extend up to 26 weeks in a 12-month period.)

Family/medical leave is unpaid unless some form of paid leave is available to be used simultaneously. See "Simultaneous Use of Paid Leave," below. To request family/medical leave, an employee should notify Human Resources and his or her supervisor.

For purposes of family/medical leave, "child" means a (1) biological child, (2) adopted child, (3) foster child, (4) stepchild, (5) legal ward, or (6) child of a person standing in loco parentis, who is either (1) under age 18, or (2) incapable of self-care because of a disability.

Computing the 12-week period:

Employees may not take more than 12 weeks of family/medical leave in a 12-month period. The College has elected to measure the 12-week limit against a "rolling" 12-month period, as opposed to any fixed calendar or fiscal year; stacking of consecutive 12-week leave periods is thus not permitted. Family/medical leave for a birth or a placement for adoption for foster care must be completed within one year of the birth or placement.

If a husband and wife both work for the College, they are entitled only to a total of 12 weeks leave combined (not 12 weeks each) where leave is taken in connection with a birth, adoption, or foster-care placement of a child, or for care of an employee's parent with a serious health condition.

If spouses both work for the College and each wishes to take leave to care for a covered injured or ill service member, only a combined total of 26 weeks of leave may be taken.

Simultaneous use of paid leave:

Employees must exhaust all paid leave (such as PTO or STD) before beginning unpaid family/medical leave. Time taken as paid leave that also qualifies as family/medical

leave will count against both the paid leave allowance and against the annual 12-week allowance of family/medical leave. Restrictions and requirements described below will not apply to any paid portion of family/medical leave, but restrictions and requirements otherwise applicable to the type of paid leave in question (e.g., medical certification for sick leave) must be observed as usual.

Advance notice requirements and designating leave:

When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, employees must give the College reasonable notice of the need to take family/medical leave. This notice should be given at least thirty (30) days before taking the leave whenever possible to the supervisor and Human Resources, and the employee should make efforts with the supervisor to schedule the leave so as not to disrupt operations.

When an employee calls in stating that he/she will be unable to work, specific reference to FMLA or a qualifying reason for the needed leave must be stated in order for the absence to be counted towards FMLA leave. For example, calling in “sick” without offering additional information is not sufficient to be considered for FMLA leave.

Certification requirements:

If an employee requests family/medical leave due to one of the six reasons listed previously, the employee must provide appropriate certification from a health care provider or documentation confirming military status before taking leave. If the certification cannot be provided before taking leave, it must be provided as soon as possible.

The certification must state (1) the date on which the condition commenced; (2) the probable duration of the condition; and (3) the appropriate medical facts regarding the condition within the knowledge of the health care provider. If leave is requested for an employee's health condition, the certification must state that the employee is unable to perform his/her job. If leave is requested to care for a child, spouse, or parent with a serious health condition, the certification must include a statement that the employee is needed to care for the family member, and it must include an estimate of the amount of time the employee will be needed to provide care. If an employee requests intermittent leave or leave on a reduced work schedule for planned medical treatment, the certification must state the dates on which such treatment is expected to be given and the expected duration of such treatment. If military family leave is requested, a certification of qualifying exigency or a certification for serious injury or illness of a covered service member form must be completed. See Human Resources for an appropriate form.

In its discretion, the College may require, at its own expense, a second medical opinion. If the first and second opinions differ, the College may require the binding opinion of a third health care provider, approved jointly by the employee and the College. Every thirty (30) days as leave continues, the College may, in its discretion, require re-certification of any medical necessity for leave and/or the employee's intent to return to work. The College will require a fitness-for-duty certification from a health care provider

upon an employee's return from leave related to the employee's own serious health condition.

Limitations on intermittent leave:

To care for a family member with a serious health condition, or because of an employee's own serious health condition, an employee may take leave on an intermittent or reduced work schedule if such schedule is medically necessary. The total intermittent leave, measured on a pro rata basis, may not exceed 12 weeks in any calendar year. Intermittent leave is not permitted for the birth or adoption of a child without the College's express agreement. Where intermittent family/medical leave is taken, the employee's pay may be reduced to reflect unpaid leave time.

If an employee requests intermittent leave, the College may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. If this happens, the employee's pay and benefits will be the same as they would be in the original position. For chronic serious health conditions, the employee must make at least two (2) visits per year to his/her doctor in order to qualify.

Benefits during leave:

During a family or medical leave, the College will continue to provide access to whatever group health insurance coverage, if any, it offers to similarly-situated active employees. However, employees on such leave must continue to pay any portion of benefit premiums they would otherwise pay as active employees. Such portions of the premium must be paid to the College, and are due on the date they would have been paid by payroll deduction if the employee were not on leave. If an employee taking family or medical leave receives pay for working a reduced schedule and/or available paid leave, the employee's portion of the premium will be deducted from the paycheck. The employee's failure to pay his or her portion of the premium for any reason may result in loss of coverage.

If an employee does not return to work after family or medical leave, the College may require the employee to reimburse it for the full cost of any premiums paid by the College to maintain health insurance coverage during the leave of absence, unless the failure to return to work was for reasons beyond the employee's control.

No benefit or service accrual:

Vacation and other benefits that normally accrue to active employees will not accrue while an employee is on FMLA or other unpaid leave. However, any employee on family medical leave on the last day of the profit sharing plan year will be considered as an employee on that day and will receive any benefit due. Benefits and service will accrue during any paid portion of FMLA leave to the same extent they normally would if the employee were not on such leave.

Relationship to other unpaid leaves:

Any employee who is granted unpaid leave which is not guaranteed under the FMLA will be treated no more favorably in regard to the restrictions and requirements described above than employees on FMLA leave. For example, employees on other types of unpaid leave will be required to exhaust available paid leaves, provide advance notice, and pay their normal benefit contributions, just like employees using unpaid family/medical leave.

- **Job restoration.** Upon return from FMLA-protected leave, an employee will generally be reinstated to the same or an equivalent job with the same pay, benefits, terms and conditions of employment. However, employees on FMLA leave have no more right to job restoration than if they had been continuously employed during the leave period. Furthermore, "key employees" (i.e., salaried employees in the top 10% by compensation of all employees within 75 miles of the worksite) may be denied job restoration if that would cause "substantial and grievous economic injury to the employer."

For more details regarding policies and procedures for leave under the Family and Medical Leave Act contact the Human Resource Office.

HEALTH INSURANCE

The College offers health insurance to help protect employees and their family against potentially catastrophic expenses associated with illness or injury.

Full-time and part-time staff who work a minimum of 1365 hours annually are eligible for enrollment in the College's health insurance plan upon their first day of employment. Dependent coverage is also available at a cost to the employee. Dependent health care coverage may be paid for on a pre-tax basis through the College's "Premium Conversion" program. Employees need to make arrangements with the Human Resource Office in order to complete the necessary enrollment form. In addition, it is the employees' responsibility to notify the Human Resources of any address changes or dependent status changes.

The actual Summary Plan Description is the final authority in all matters. The College reserves the right to change or eliminate benefits at any time in accordance with applicable law. See Human Resources for more details and a copy of the Summary Plan Description.

HOLIDAY AND PRESIDENT DAYS OBSERVED

Randolph College observes the following holidays, which are paid for all full-time 12-month employees:

New Year's Day
Lee-Jackson-King-Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Part-time employees are eligible for Holiday pay at the number of hours the employee would have normally worked, if the scheduled workday falls on a College holiday.

Temporary employees are not eligible for holiday pay.

Because many of these holidays occur when the College is in session, the College may set alternate dates for their observance. As has been customary, the College substitutes holidays, which occur during the year (Labor Day, Columbus Day, Veterans Day, Lee-Jackson-King Day, Washington's Birthday and Lincoln's Birthday) for the days off during the Christmas Break. The College observes these holidays during the Christmas break exclusively, unless your supervisor feels your services are needed during that time. On holidays, some departments may have to remain open even if operating at a reduced staff. An employee required to work on such holidays will be given another day off with pay in lieu of that holiday. If that is the case, your supervisor will inform you as to when you may substitute another day off for having worked the holiday.

All full-time employees are eligible for leave with pay on President's Days, which are additional holidays selected by the President for the College calendar. The number of President's Days and their observance dates may vary from year to year at the discretion of the President. The authorization and observance dates for regular holidays and President's Days are published at the beginning of each fiscal year. Time off to observe special religious holidays may be permitted by an employee's supervisor; however, the time must be charged to the employee's earned vacation time.

If a College holiday occurs while an employee is out on sick leave or vacation, the employee will receive straight time holiday pay, and the day will not be charged to sick leave or vacation.

In order to be eligible to receive holiday pay, the employee is required to work or be in an active pay status the day before the holiday and the day after the holiday. An approved vacation day or any other paid day off is considered as a day worked for the purposes of being eligible to receive holiday pay.

A holiday schedule will be published each year in May for the following fiscal year. See <http://www.randolphcollege.edu/humanresources/holidays.asp>

JURY AND COURT APPEARANCE LEAVE

Full-time employees will be excused from work if called to serve on a jury. The employee must endorse to Randolph College all checks received from the court since the College pays your normal salary for jury service. Should you be compensated by the court at more than your full wages for the period of jury duty, you will be entitled to the difference between the court payment and your wage compensation.

The employee is expected to report to work on each work day that services are not required by the court or if one-half or more of your workday remains following completion of the jury service.

The employee is also eligible to receive leave with pay if the employee is subpoenaed as a witness to appear in court, except in court cases in which the employee is the principal party.

The employee is responsible for notifying his or her supervisor or department head of impending jury or witness duty immediately upon receipt of the notice.

LEAVE OF ABSENCE WITHOUT PAY

Should a situation arise that temporarily prevents an employee from working, a request for an unpaid leave of absence may be made. Leave of Absence forms are available in Human Resources. This type of leave is generally for six months or less.

Any request for a leave of absence without pay must be submitted in writing (or by using the Leave of Absence form). Such requests are reviewed on a case-by-case basis by the employee's supervisor/manager, the Department Head, and the Senior Staff Member for the employee's division. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

Leaves of absence will be considered only after all vacation and personal time have been exhausted.

While on an unpaid leave of absence, the employee's medical coverage will end on the last day of employment. Employees may have the opportunity to elect to continue group health insurance coverage for themselves and their eligible dependents under COBRA. Generally, the maximum period of time COBRA continuation coverage is available is 18 months, but it may extend up to 36 months under certain circumstances. Please refer to the health plan's summary plan description or the "Leaving the College" section of this Handbook for specific information about COBRA continuation coverage available under the College's health plan and flexible benefit plan.

While on an unpaid leave of absence, all other fringe benefits will end. Vacation credit is not accrued while on an unpaid leave. Unemployment Insurance benefits cannot be collected while on a leave of absence without pay. The normal performance appraisal date of an employee on leave of absence without pay will be extended by the length of the leave.

Due to the nature of its business, Randolph College cannot guarantee either that an employee's job will remain available or that a comparable position will exist when the employee returns from unpaid leave of absence not covered by the FMLA. When an employee is ready to return from a leave of absence without pay, every effort will be made to reinstate the employee in his/her former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will be terminated.

An employee who returns to work following a leave of absence without pay will be considered as having continuous service. If an employee does not return from a leave of absence without pay, the termination date shall be the last day of the authorized leave period or the date the employee notifies his/her supervisor/manager he/she is not returning, whichever is earlier.

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT

The College provides all full-time employees with \$30,000 term life insurance and \$30,000 of accidental death and dismemberment as long as they are employed. Employees may purchase additional life insurance and AD & D, if desired, through payroll deduction.

The terms of the policies may change from time to time; see Human Resources for enrollment forms and Summary Plan Documents.

MACON BOOKSHOP

The Macon Bookshop is managed by Barnes & Noble located at 2480 Rivermont Avenue. The store features include a coffee bar and an extensive general book selection, as well as activities such as author signings, coffee houses, and a weekly children's story hour. The traditional line of insignia items and collegiate clothing has expanded to fit the spacious interior.

Employees may take advantage of a 10% discount on most purchases, excluding text books.

Upon termination of employment, any balance remaining on an individual's Bookshop account will be deducted from the final paycheck.

MEALS AT THE COLLEGE

The College dining hall is open seven days each week and serves three meals a day during the week with brunches and dinner on weekends. Exceptions to this schedule are observed during vacations, holidays, and summer months.

All employees are invited to eat with their family and friends in the dining hall as frequently as desired. Meals are priced at a discount for employees.

UNIFORMED SERVICE LEAVE

Uniformed Service leaves of absence will be granted without pay for all full-time and part-time employees, with subsequent reinstatement to employment as guaranteed under existing federal laws.

Reservists who are required to participate annually in training will be compensated for the difference between their military pay and their regular salary, not to exceed 10 working days each year. Time off for uniformed reserve service will not be charged against the employee's vacation.

An employee requesting a uniformed service leave of absence must provide the College with a written copy of orders. Employees are required to give advance notice to their employers, unless military necessity makes such notice impossible or unreasonable. These orders are to be forwarded to the Human Resource Office.

Employees called to active uniformed service, whether voluntarily or involuntarily, for a period of less than 30 days will remain eligible for all of the College's group health and other benefit programs as if they had been continuously employed during this period of active duty uniformed service. Employees called to active duty, whether voluntarily or involuntarily, for a period of 30 days or more are eligible to elect to continue group health insurance for themselves and their eligible dependents as provided for by the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

Employees returning from active duty will be rehired in accordance with applicable federal and state laws pertaining to the employee's re-employment rights. Under federal law, individuals returning from active uniformed service for up to five years may have certain re-employment rights. Any person reemployed after uniformed service is entitled to all seniority and other rights and benefits, including health benefits and health coverage that would have been attained if the employment had not been interrupted by uniformed service.

Contact Human Resources for more detailed information on the federal and state laws regarding employment rights and College benefits.

NURSERY SCHOOL SCHOLARSHIP

The child of a full-time employee is eligible to receive a scholarship covering one-half of the morning tuition for the Randolph College Nursery School. Granting of this scholarship depends upon the child being accepted in the Nursery School through the normal application process. Enrollment is in January for the following school term. Contact the Nursery School for further information about this benefit.

RETIREMENT PLAN

Employees age 26 and older and on the College's payroll are eligible to participate in the College's Retirement Plan on January 1st or July 1st coinciding with the fulfillment of one year service. The College will make contributions on behalf of participants in the Retirement Plan as provided in the plan document. Eligible employees will be contacted by the Human Resource Office upon qualification for participation in the Retirement Plan. Summaries of the Retirement Plan are available in the Human Resource Office or on the Human Resources website.

TAX-DEFERRED ANNUITY PLAN

Employees of the College (except employees who are students at the College) are eligible to participate in the College's Tax-Deferred Annuity Plan (the "TDA Plan"). The salary of a participant in the TDA Plan is reduced (in accordance with limits set by the Internal Revenue Code and the plan document) and contributed to a retirement contract issued by TIAA-CREF and owned by the participant. Such contributions are not taxed to the participant at the time they are made. Instead, the contributions will be taxed when the participant receives benefits.

Starting in January 2009, the College began offering a Roth attachment to the 403(b) tax-deferred annuity. This product allows participants to contribute after-tax dollars using 403(b) limits. Summaries of the TDA Plan will be provided to eligible employees and are available in Human Resources.

TUITION BENEFIT PROGRAM FOR RANDOLPH COLLEGE

Randolph College, as an institution of higher education, has an ongoing commitment to encourage all full-time employees and their dependents to take advantage of Randolph College's tuition benefit program. Masters degrees are not included in this benefit. For purposes of this benefit, employees working full-time at the College for entities retained by the college to provide services in areas such as the dining hall, buildings and grounds, security and the bookstore are considered to have the same status as employees and have the same eligibility as outlined below. These individuals are not eligible for any of the

Tuition Exchange programs with other institutions. The Tuition Benefit Program is administered by Human Resources. The following guidelines pertain:

TUITION BENEFIT FOR FULL-TIME EMPLOYEES

Full-time employees, after six months of continuous service, may take one course per semester at Randolph College free of charge (not including any fees or books) either for credit or an audit. This course may be taken during the employee's base-schedule work hours upon approval from his/her supervisor and department head.

Work-hours missed due to class time must be "made up" during that week. The schedule of make-up hours must be approved by your supervisor and department head.

To enroll in a course the employee must complete the following forms:

1. Employee Request To Attend Classes (obtain form from Human Resources or on the web at <http://www.randolphcollege.edu/humanresources/forms/asp>) and
2. Special Student Application (obtain from Admissions).

After the forms have been completed and all necessary signatures have been obtained return both forms to the Admissions Office to complete any additional registration needed set forth by that office. The Employee Request to Attend Classes form will end up in the Human Resource Office for filing in the employees personnel file.

TUITION BENEFIT FOR SPOUSES OF FULL-TIME EMPLOYEES

Spouses of full-time employees, after one year of continuous full-time employment, may take up to two classes per semester at the College free of charge (not including any fees or books). Because of limited classroom space, first priority must be given to students. Spouses must follow the same admissions procedure as dependents listed below.

TUITION BENEFIT FOR DEPENDENTS (*) OF FULL-TIME EMPLOYEES

A full-time staff member is eligible for the Dependent Tuition Benefit at Randolph College upon completion of three years of continuous full-time employment. This requirement must occur before the first day of classes for fall or spring semester and will not be prorated. The dependent of an eligible staff member will receive a full tuition benefit, subject to certain conditions applicable to the tuition benefit program, while attending Randolph College on the Lynchburg campus for a maximum period of assistance of 8 semesters of undergraduate study under age 24.

Steps for Tuition Benefit:

1. Dependent must apply and be accepted through normal admissions procedure.
2. Employee must send a letter to the Director of Human Resources acknowledging that he/she would like to take advantage of the Dependent Tuition Benefit.

3. Upon acceptance into the Randolph College Tuition Benefit Program, an appointment must be made with the Director of Student Financial Services, as the student is required to apply for need-based financial aid in the form of grants or scholarships by completing the Free Application for Federal Student Aid. Upon consultation with the Director of Student Financial Services, the requirement to complete the Financial Aid Form may be waived.

The amount of the scholarship is the net of non-repayable financial assistance including merit-based and need-based grants, scholarships, awards, and financial aid from non family sources. The amount is also less any state and federal sources (e.g., Virginia Tuition Assistance Grant Program) for which the student is eligible. It is the responsibility of the employee and/or student to apply for the appropriate aid before state and federal deadlines. In the event that the required need-based financial aid in the form of grants or scholarships is not applied for prior to the deadlines, the tuition benefit will be reduced by that amount.

In the event an employee who is utilizing the Randolph College Tuition benefit should terminate employment with the College, the tuition benefit will end effective the last day of employment. Tuition benefits for the remainder of the academic year will be prorated and payment arrangements should be made with the Business Office prior to the last day of employment.

The dependent of a deceased staff member who, at the time of death, was eligible for the benefit, will be eligible to receive the tuition benefit subject to conditions applicable to this program.

* For purposes of administering this plan, the dependent refers to an employee's own child, adopted child, or stepchild; such child must qualify as your dependent as follows:

- under age 24, unmarried and a full-time student; and
- more than 1/2 support is provided by the parent, guardian or financially responsible person (unless a full-time student).

The determination of dependents is interpreted in the same manner as established by the Internal Revenue Service for the declaration of dependents for income tax purposes. The College may request a copy of the employee's most recent Federal Income Tax return to verify this information.

TUITION EXCHANGE PROGRAMS

The College offers two tuition exchange programs to full-time staff. Both the Council of Independent Colleges (CIC) and the Tuition Exchange programs are sponsored by consortiums of colleges and universities that allow dependents of staff to be educated at member institutions at substantial discounts (including full tuition). ***Acceptance into a tuition exchange program is determined by the host institution's participation level in the plan and is in no way controlled by Randolph College. There are a limited number***

of exchange opportunities at each institution, so there is often considerable competition for these spots. Participating individuals are still subject to all admissions criteria of the host college or university.

A complete list of procedures and participation institutions is available from the Human Resources Office or at <http://www.tuitionexchange.org> and at <http://www.cic.edu/tep>. If you are interested in pursuing this benefit contact Human Resources.

USE OF FACILITIES AND COLLEGE-SPONSORED PROGRAMS

All employees of the College and their immediate families are encouraged to use the College facilities during the usual hours, provided their use does not conflict with other regularly scheduled program use. This includes facilities such as the library, tennis courts and gymnasium. Employees otherwise shall not use College facilities, supplies, materials, equipment or services for professional or volunteer activities outside of their scope of employment with the College, without first obtaining approval of the appropriate College official and arranging for payment of the total cost for such use. Such prior approval is not necessary, however, when the facilities, supplies and materials, equipment and services are generally available to College employees upon the payment of an established fee and the fee is paid.

Randolph College has always been committed to excellence in the liberal education of women. As a small residential college, the sharing of community spirit transcends the academic environment to the daily work environment of each staff member. As a member of the Randolph College community, you are provided with ongoing opportunities to take part in the rich variety of special events that occur on campus and utilize campus facilities.

MAIER MUSEUM OF ART

The Museum facility was built in 1952 in cooperation with the National Gallery of Art. The Museum houses the College's 95 year-old permanent art collection, with American paintings and works on paper as its focus. Representing the major phases of American art, the Museum is recognized as one of the finest college art collections in the nation. Staff members are encouraged to attend the Museum's special exhibits, lectures, and educational programs. Admission is free. More hours of operation and additional information, go to <http://maiermuseum.randolphcollege.edu>.

THE LIPSCOMB LIBRARY

The Library has periodicals, reference materials, videos, online resources, and newspapers available for your use. The basic collection of approximately 200,000 volumes also includes 600 current magazine and journal titles, with backfiles bound, on microforms, or online. Hours of operation vary throughout the year. Check the Library website for the current hours at <http://library.randolphcollege.edu/library.html>.

ATHLETIC FACILITIES

The WildCat athletics program has one Bermuda grass playing field and one new artificial turf playing field with an eight-lane track, a state-of-the-art softball complex, eight hard surface tennis courts, a heated competition-sized five-lane pool which seats 300 with a glass wall overlooking the campus, and a newly resurfaced basketball and volleyball court with a seating capacity of 400. The athletics building weight room and multi-purpose/aerobics room, as well as access to the pool and tennis courts, are open to all staff. Hours available are posted in the PER Building.

The Riding Center is located 15 minutes from main campus on 100-acres. It features a 40-stall barn, two teaching rings, an amphitheatre show ring, turn-out paddocks for privately-owned horses, and a student lounge and dressing room. Horse shows are held in the natural amphitheatre that contains a 360-by-260-foot show arena.

PERFORMING ARTS

The Theatre Department and Sock & Buskin stage two major productions yearly. There are also several smaller productions offered each year--usually in the Lab Theatre, as well as two major Thoresen Theatre productions. Performing roles are often available for male staff members, and others are encouraged to help out as well. Employees are encouraged to attend to support the students and for their own entertainment. Discount tickets are available for employees.

COLLEGE CLUB

All employees are welcome and encouraged to join the College Club. This club affords you the opportunity to meet other employees and faculty members on an informal basis, in the Club lounge and at Club-sponsored events and parties.

LECTURES AND FINE ARTS PROGRAMS

A program of lectures, concerts, dramatic presentations and art exhibitions brings distinguished speakers, performers, and artists to campus each year. These programs are open to the public. Examples of recent speakers who have visited the campus include Hillary Rodham Clinton, Jocelyn Elders, Antonin Scalia, Sarah Weddington (Roe vs. Wade), Sally Mann, Clarence Page, and Ellen Goodman.

MONTHLY CALENDAR

A monthly calendar is distributed as a reminder of all upcoming campus events, and announcements are posted daily on the College portal.

VACATION POLICY

Vacation eligibility is based upon your continuous service with the College. If your employment with the College ends and you are then rehired, vacation eligibility requirements start over. If you go on a leave of absence, your vacation eligibility will not be affected. The accrual will stop while you are out on leave.

Vacation pay can be used after the successful completion of the adjustment period. Newly hired employees accrue vacation in the first month of employment if the starting date is on or before the 15th of the month. Upon resignation of employment any unused vacation is forfeited.

Vacation is accrued on the basis of hours per month based on time of service and position classification of non-exempt or exempt. **Part-time employees hired prior to September 1, 2005** will earn vacation based on hours worked in comparison to what a full-time employee would work. If a part-time employee works 50% of a full-time schedule, he/she earns 50% of regular vacation leave accrual. An example of how to calculate part-time leave accrual is listed below. Temporary and summer employees receive no vacation pay.

Employee “A” is in a part-time non-exempt position with 4 years of service.

Part-time annual schedule work hours = 1,365

Regular full-time scheduled work hours = 1,820

Percentage of full-time schedule = $1,365/1,820 = 75\%$

Vacation earned on annual basis = $.75 (12 \text{ days}) = 9 \text{ days}$

Part-time employees hired after September 1, 2005 will use the chart below as a guide for calculating the percentage of full-time equivalent (FTE). The College will not offer employees working fewer than 800 hours annually any vacation. Other part-time employees will use the hourly ranges listed:

800 – 999 would receive 50% FTE

1,000 – 1,200 would receive 60% FTE

1,201 – 1,400 would receive 70% FTE

1,401 – 1,600 would receive 80% FTE

1,601 – 1,819 would receive 90% FTE

1,820 and above are full-time

Full-Time Employee Vacation Accrual Schedule

Non-exempt Employees

Years of Service	40 Hr. work week	35 Hr work week	Days per year
Hours Earned Per Month			
Less than 5 years	8	7	12
5-9 years	10	8.75	15
10-14 years	12	10.50	18
15 or more years	13.34	11.67	20

Exempt Employees

Years of Service	40 Hr. work week	35 Hr work week	Days per year
Hours Earned Per Month			
Less than 5 years	10	8.75	15
After 5 years	13.34	11.67	20

Staff employees are allowed to carry 10 vacation days over from year to year for use during their time with the College. However, we cannot stress enough the importance of an individual taking time away from work for relaxation and renewal, and we therefore encourage all employees to utilize their vacation in the year earned. Employees are only allowed to take up to two days of vacation during the 30-day resignation period for exempt employees or the two-week resignation period for non-exempt.

WORKERS' COMPENSATION

The College provides insurance coverage for disabilities arising out of and in the course of employment in accordance with the Virginia Worker's Compensation Act. Any employment-related disease or injury must be reported immediately to your supervisor. Failure to report promptly may result in loss of compensation and payment of medical expenses.

Employees sustaining an injury by accident arising out of or during the course of employment and employees who contract an "occupational disease" must obtain from Human Resources a listing of the "panel of physicians" from which the employee may select a physician for treatment and/or consultation. Failure to seek treatment or consultation from a physician on the College's panel of physicians may result in the loss of payment of medical expenses. For more information about Worker's Compensation, contact Human Resources.