

RANDOLPH COLLEGE

STAFF HANDBOOK

TABLE OF CONTENTS

1. Introduction	
About the Handbook	1-1
Statement of Purpose	1-1
About the College	1-2
History of the College	1-3
Randolph College's Responsibilities	1-4
2. Policies	
Equal Employment Opportunity	2-1
Policy Prohibiting Harassment (Including Sexual Harassment)	2-1
Americans with Disabilities Act Policy	2-4
HIPAA Privacy	2-5
Drug-Free Workplace Policy	2-5
Immigration Reform and Control Act of 1986	2-6
Smoking Policy	2-7
Confidentiality Policy	2-7
3. Employment Policies	
Address Notification	3-1
Adjustment Period	3-1
Application Forms and Employee Representations	3-1
Attendance, punctuality and Dependability	3-1
Background Checks	3-2
Breaks	3-2
Campus Safety and Security	3-2
Conduct and Discipline	3-3
Computer Use	3-4
Confidential Information	3-5
Conflict of Interest	3-5
Dress	3-5
Emergency Information	3-5
Employee Classifications	3-6
Employment Records	3-8
Employment of Relatives	3-8
Employee Problems or Grievances	3-9
Hazardous Weather Policy	3-10
Motor Vehicle Policy	3-11
Outside Employment	3-11
Parking	3-12
Position Vacancies	3-12
Solicitation and Contributions	3-12
Telephone Use	3-12
Uniforms	3-12
Unsupervised Children on Campus	3-13
Work Week	3-13

4.	Compensation	
	Time Records	4-1
	Regular Pay Procedures	4-1
	Salary Deductions	4-2
	Overtime	4-3
	Garnishments	4-4
	Salary Notification Letter	4-4
	Employee Evaluation Review	4-4
	Promotions and Transfers	4-5
5.	Benefits	
	Bereavement Leave	5-1
	Employee Assistance Program	5-1
	Flexible Spending Accounts (FSAs)	5-2
	Family and Medical Leave	5-2
	Health Insurance	5-6
	Holidays and President Days Observed	5-7
	Jury and Court Appearance Leave	5-8
	Leave of Absence Without Pay	5-8
	Life Insurance and Accidental Death & Dismemberment	5-9
	Macon Bookshop	5-9
	Meals at the College	5-10
	Uniformed Service Leave	5-10
	Nursery School Scholarship	5-11
	Retirement Plan	5-11
	Tax-Deferred Annuity Plan	5-11
	Tuition Benefit Program for Randolph College.....	5-13
	Tuition Exchange Programs	5-13
	Use of Facilities and College-Sponsored Programs	5-14
	Vacation Policy	5-16
	Workers' Compensation	5-17
6.	Disability	
	Sick Leave	6-1
	Short Term Disability	6-2
	Group Long Term Disability.....	6-2
7.	Leaving the College	
	Resignation	7-1
	Dismissals	7-1
	Exit Interview	7-3
	Benefits	7-3
	COBRA	7-3
	Vacation Pay	7-7
	Final Paycheck	7-8
	Reference Checks	7-8
	Retirement	7-8