



RANDOLPH COLLEGE

Employee Handbook June 2019

**An asterisks indicates that the content applies to faculty as well as staff.*

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Introduction

*About The Handbook**

This Handbook is intended to acquaint faculty and staff of Randolph College with the College's personnel policies, procedures, and benefits.

PLEASE NOTE: This Handbook is not intended to and does not create a contract of employment, either expressed or implied, guarantee employment for any particular period or term, establish binding terms or conditions of employment, or limit possible reasons for ending the employment relationship. *Unless you are a faculty member with a written contract stating otherwise, your employment is "at will."* That means that both you and the College are legally free to terminate the employment at any time and for any reason, except as prohibited by applicable law. No employee, supervisor, manager, or officer has any authority from the College to offer any contract of employment or otherwise change this "at will" status except in writing, with the express written approval of the President and/or Board of Trustees.

The College reserves the right to change the policies described herein without notice (except for matters related to faculty rights and responsibilities covered in the *Faculty Handbook*), and to make exceptions to the policies described where it deems appropriate. This Handbook also necessarily does not reflect changes in policies made after the date shown on the cover, although you may be notified from time to time of amendments to the Handbook or changes in the policies contained in it. The Handbook is available in hardcopy version from Human Resources or online by clicking [here](#).

The College particularly reserves the right to change, alter, or terminate benefit plans and/or change insurance carriers as it sees fit, consistent with applicable law. Some of the information contained in the Handbook reflects the College's understanding, as of this writing, of the terms of insurance and other benefit programs which will be governed by other documents or by agreements with outside parties.

An Employee Handbook Acknowledgement is included as an Appendix to this Handbook. This form or a copy of it should be signed, dated, and returned to Human Resources as soon as possible upon your receipt of this Handbook.

*Mission Statement**

Randolph College prepares students to engage the world critically and creatively, live and work honorably, and experience life abundantly.

*Statement of Purpose**

Since its founding in 1891 as Randolph-Macon Woman's College, Randolph College has offered students a rigorous education in the liberal arts and sciences. In keeping with the College motto, *vita abundantior*, integrated living and learning provide a foundation for meaningful lives characterized by a lifelong joy in learning.

Randolph College encourages each student to set and meet high personal goals. Campus life is grounded in the Honor System, which fosters individual integrity and mutual trust. As students from diverse backgrounds study and live together, they are expected to respect the rights and dignity of others, to be open to cultural differences, and to exercise personal and social responsibility. They are encouraged to develop confidence and to participate fully in a community in which women and men work together and treat one another as equals.

Through excellence in teaching, advising, and scholarship, the faculty provides the challenges requisite to the intellectual development of each student. With faculty support, the undergraduate students design individualized and coherent programs of study that combine academic and co-curricular components. While each student's educational plan is unique, all programs of study foster these capacities: to think critically; to write and speak with clarity and accuracy; to employ quantitative reasoning; to use technology effectively and ethically; to cultivate an aesthetic sensibility; to understand key dimensions of the heritage of more than one society; to approach problems with creativity and imagination; to work both independently and collaboratively; and to recognize the power and limitations of knowledge. The graduate students pursue more narrowly focused programs of rigorous study designed to add specialized knowledge to their undergraduate education. The graduate programs are directed by faculty members who are especially knowledgeable about the professional standards to be met by those who earn advanced degrees.

Through their experiences at Randolph College, students are challenged to think ambitiously and to prepare thoughtfully for their futures in a diverse society and an increasingly complex world that offers them expanding opportunities for leadership, responsibility, and service. *(Approved by the Faculty on May 8, 2007; Trustees June 7, 2007)*

*About The College**

Randolph College is committed to excellence in the liberal education. The College believes that today the breadth and depth of the liberal arts and sciences program bear as directly as ever on the needs of its students, whose status as individuals in a changing society requires that they be competent, flexible, and strong. Within the traditional framework of liberal studies, the College offers students from around the globe a challenging, enlightened, supportive, and inspiring environment in which to gain superior knowledge, pursue personal growth, and prepare for their futures. This enduring commitment to educating the whole student--affirming each student's significance as an individual and their role as part of a larger community, is made possible by the small size of the College and is further demonstrated by its support of the student's growth in personal integrity and in ethical and social responsibility. Concern for the individual fosters the

atmosphere of caring valued so highly by the Randolph College community. This is a community where students, faculty, and administrators share a common purpose: the pursuit of excellence in educating individuals who will be leaders in the global society of the 21st century.

Four characteristics of the College embody its purpose. The first characteristic of Randolph College is its grounding in the liberal arts and sciences. To provide a background for a major field of study and a solid foundation for a profession or career, today's men and women need broad exposure to the substance and methods of many disciplines. Ideally, such breadth of exposure prepares them to think logically and inspires them to strive for open-mindedness and compassionate understanding. Independent judgment and analytical thinking are among Randolph College's goals, for the College believes that the best preparation for a career is not simply specific training, but also educating the whole person to be wise, independent, and responsible. Another primary function of a broad education is to liberate the student from prejudice, provincialism, and ignorance. Randolph College recognizes that full learning occurs best in a multiracial, multiethnic environment. To enable students to be responsible citizens, the College strives to fashion academic programs that will ensure multicultural awareness, and seeks to attract students, faculty, and staff of varied racial and ethnic backgrounds.

Second, Randolph College is a small college. It has not been seduced by the notion that bigger is better or that increases in quantity mean increases in quality. Large enough to sustain the major ingredients of a liberal arts and sciences program and small enough to know and attend to individual students, the College aims to foster the kind of community that combats the anonymity pervading much of modern society. The third characteristic of Randolph College is its residential nature. Because students, faculty, and staff live and work closely together, it is a caring community. The experience of sisterhood/brotherhood and the emphasis on community, particularly the trust that is part of the Honor Code, mean that life at Randolph College involves a moral commitment through which students prepare for leading roles in establishing community beyond the red brick wall that borders the campus. Last, and most important, Randolph College offers an education fully and completely directed toward students. In a time of increasing opportunities for students, it is essential that the undergraduate years help the student build confidence, establish identity, and explore opportunities for careers and for service to the society that awaits them.

*History of The College**

Randolph College was founded as Randolph-Macon Woman's College in 1891 by William Waugh Smith, president of Randolph-Macon College in Ashland, Virginia, as "a college where our young women may obtain an education equal to that given in our best colleges for young men and under environments in harmony with the highest ideals of womanhood." The Woman's College became independent of Randolph-Macon College in 1953.

The parent institution was chartered by the Virginia legislature in 1830 and was named for two statesmen, John Randolph of Virginia (1773-1833) and Nathaniel Macon of North Carolina (1758-1837), as a project of the Methodist Church in Virginia. The ethos of Randolph College is

ecumenical, although the College is proud of its historic and continuing relationship with the United Methodist Church.

When Randolph College opened for its first session in 1893, William Waugh Smith was its president. He served until his death in 1912. His successors have been William A. Webb (1913-1919), Dice Robins Anderson (1920-1931), N. A. Pattillo (1931-1933), Theodore H. Jack (1933-1952), William F. Quillian, Jr. (1952-1978), Robert A. Spivey (1978-1987), Linda Koch Lorimer (1987-1993), Lambuth Clarke (1993-1994), Kathleen Gill Bowman (1994-2006), Virginia Hill Worden (2006-2007), John E. Klein (2007-2013), and Bradley W. Bateman (2013-).

The academic strengths of Randolph College received acclaim early in its history. In 1902 it was the first women's college to be admitted to the Association of Colleges and Preparatory Schools of the Southern States, and in 1916 it was the first women's college south of the Potomac to receive a Phi Beta Kappa charter, becoming the Delta chapter of Virginia. It was admitted to membership in the American Association of University Women in 1919. It opened its doors to men in 2007.

As national recognition led to growth in enrollment, the campus expanded from Main Hall, listed in the National Register of Historic Places, to the current complex of 20 buildings occupying 100 acres. The spirit and ideals which called the College into being continue to characterize its life. Building on a heritage of strength, Randolph College continues to challenge students to *vita abundantior*, a life more abundant.

Organization of the Administration*

The College's administrative department organizational charts are updated on a regular basis as changes occur. You may see Human Resources for the most updated copy of the organizational charts. Job descriptions for senior administrators can be found below:

President of the College

The President is the Chief Executive Officer of the College. As the educational and administrative head of the College, the President shall:

- Exercise a general supervision over all of the affairs of the College;
- Provide leadership for the College's future;
- Assume responsibility for the financial position of the College, including overseeing the College's fundraising activities;
- Exercise final authority for the administration and fiscal control of the intercollegiate athletics and riding program;
- Assume responsibility for the hiring, evaluation, and retention or termination of all administrative officers and for recommending their annual compensation to the Compensation Committee for approval; and
- Preside over all faculty meetings.

The President serves at the pleasure of the Board of Trustees and acts as official advisor to and executive agent of the Board of Trustees and its Executive Committee. The President:

- Brings such matters to the attention of the Board of Trustees as are appropriate to keep the Board informed to meet its policy-making responsibilities;
- Has the power, on behalf of the Board of Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee;
- Is an *ex officio* member, without vote, of the Board of Trustees and of all standing committees of the Board unless otherwise provided in the Bylaws.

Vice President for Academic Affairs and Dean of the College

The Vice President for Academic Affairs and Dean of the College is the senior academic officer and is responsible for providing leadership and oversight of the College's academic programs. The individual in this position shall:

- In consultation with the faculty and administrative staff, administer the implementation of college academic policies as they affect students and faculty members. Maintain awareness of current trends and needs in higher education in order to help the faculty and administration shape college policies that will benefit the students and keep the College strong academically.
- In consultation with the President and the faculty, supervise the appointment and recruitment of faculty members, conduct annual reviews of tenure-track faculty, and make recommendations regarding tenure, promotion, salary, naming of department chairs, sabbaticals, and terminations for all faculty and staff reporting to the Dean.
- In consultation with the President and department chairs, plan and monitor academic budgets.
- With the Faculty Representative Committee (FRC), conduct program reviews, and with the FRC and other appropriate faculty, assist in developing new programs.
- With the Registrar, supervise the maintenance of students' academic records.
- Assist the department chairs and the Registrar in establishing a schedule of classes, registration for classes, and administration of final examinations.
- Assist the faculty in faculty development programs designed to enhance teaching and research activities.
- Supervise and assist the following offices as needed: Career Development Center, Lipscomb Library, Maier Museum, Registrar, Grants, Sponsored Programs, Academic Services Center and the Writing Lab.
- In consultation with the Business Office, monitor and assist the development of space and equipment needs for the academic area.
- Work with the Associate Dean in developing and supervising the academic portion of Orientation and academic support services, including the Academic Services Center.
- Assist the Associate Dean in organizing the Faculty Advising system.
- Participate fully in the following committees and groups: Curriculum, Senior Staff, Judiciary, Faculty Representative. Serve as resource person to the following committees: Academic Personnel, Professional Development, and Educational Affairs (Board of Trustees).

- Maintain current records of faculty members' professional activities and accomplishments. Maintain records of such faculty fringe benefits as professional travel reimbursement, tuition exchange, tuition grants, or tuition remission.
- Maintain the *Faculty Handbook*, make an annual report on the academic area to the President, report to the faculty at faculty meetings and to the Board at meetings of the Board of Trustees.
- Dean's List notification. Participate in selections for Who's Who and upper class scholarships.
- Respond to requests from the President and other offices to assist with, and speak during, such college rituals and support activities as Orientation, Convocation, Commencement, Awards Day, Family Weekends, Open House, Alumnae Reunion, "Breakfast with the Professors," and Alumnae Council.
- With the Sponsored Programs Officer and the President, develop grant proposals pertaining to the academic program.
- Represent the academic portion of the College in working with such off-campus groups as the Tri-College Consortium and other colleges in Virginia.
- Represent the College, as requested, in speeches to civic organizations, other schools, alumnae groups, and the news media.
- Respond to questions, surveys, and complaints about the academic program from any on- or off-campus constituency.
- Serve as chief administrative officer in the absence of the President.
- Assume other duties and responsibilities as assigned by the President.

Vice President for Institutional Advancement

The Vice President of Institutional Advancement oversees the integrated advancement functions. Works with the president to create and implement a comprehensive development plan designed to meet the specific fundraising needs of the College. Provides strategic direction of the College and works closely with members of the Board of Trustees.

Position holds oversight responsibility for all development functions including, but not limited to, major gifts cultivation and solicitation, annual fund, leadership and reunion giving, corporate and foundation relations, alumnae and alumni relations, college relations, and advancement support services. In addition to oversight, the vice president is responsible for cultivation strategy and solicitation of a select portfolio of leadership donors. The individual in this position shall have:

- Oversight of major, planned and annual gifts, alumnae and alumni relations, and advancement services;
- Serve as a member of Senior Staff and working closely with members of the Board of Trustees, alumnae and alumni, parents, and friends of the College;
- Oversight of the Office of College Relations on messaging and communications that convey the mission of Randolph College to its national and international constituencies and the public at large;

- Plan, organize, and implement all fundraising and advancement programs, including planned giving, annual giving, alumnae and alumni relations, capital campaigns, special events, and scholarship development;
- Prepare for review and approval of the annual operating budget for the Office of Institutional Advancement, as well as annual fundraising goals and objectives congruent with the strategic plan of the College;
- Design and conduct initial, and thereafter annual, evaluation studies to assess the effectiveness of the College's advancement activities for presentation to the president and appropriate committees of the Board;
- Provide leadership and strategic direction for the College's advancement team, which consists of approximately 20 employees;
- Develop, nurture, and sustain relationships with a variety of constituents, including corporations and foundations;
- Maintain a portfolio of major gifts prospects;
- Develop effective major donor programs involving area, regional, and national corporations, foundations, and individuals;
- Serve as the representative of the advancement function to Board committees as warranted and staff said committees as required;
- Represent the College to various constituencies with the goal of developing a portfolio of donors and advancing the president's fundraising initiatives; and
- Other duties as assigned by the president or as requested on behalf of College.

Vice President for Finance and Administration

The Vice President for Finance and Administration and Treasurer of the Board is responsible for the financial and business functions of the College and for providing administrative support services to the College's faculty, staff and students. The Vice President is a member of Senior Staff and serves as staff liaison to the Investment, Finance, Audit, and Buildings & Grounds Committees of the Board of Trustees. The Vice President also has oversight for the following departments/areas: Business Office, Finance, Information Technology, Buildings & Grounds, Capital Projects, Dining Services, Nursery School, and Campus Store.

The Vice President for Finance and Administration and Treasurer is responsible, for the following:

- Managing the preparation and analysis of the College's long-range financial plan
- Managing the development and analysis of the College's annual operating budget and financial management information
- Managing the preparation of the College's GAAP financial statements
- Managing the relationship with the College's external auditors
- Managing the College's debt and cash resources and the relationships with the College's lenders and rating agencies
- Managing the College's endowment funds
- Managing the College's physical assets, including facilities planning and design, capital project renovation and construction, facilities and grounds maintenance, asset controls, and off-campus properties

- Responsible for the College's risk management
- Managing the College's information technology and communication resources
- Managing the outsourced food services
- Managing the College's campus store and nursery school
- Acting as a liaison with the College's legal counsel on legal matters
- Customer service oriented
- Responsible for ensuring compliance with the College's Tax Compliance Monitoring Plan for its tax-exempt debt
- Working with the Faculty and Staff Budget Committees and 403(b) Oversight Committees
- Serving on the Critical Incident Management Team and the Safety Committee
- Performing other duties assigned by the President

Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs and Dean of Students is the chief student affairs officer, responsible for providing leadership and supervision for programs, personnel and services relating to the co-curricular life of students. Because Randolph College is a residential college, the integration of living and learning is a core priority. The VP/Dean is responsible for evaluating programs, services and personnel in all areas under their purview. VP/Dean works collaboratively with faculty and staff of the academic dean as well as the Vice President for Enrollment on matters related to enrollment and retention. The VP/Dean serves as advisor to the President and the Board of Trustees on matters of student life.

The Vice President for Student Affairs and Dean of Students is responsible, for the following:

- **Residence Life** – Responsible for supervision of residence hall staff, including professional and student employees, oversight of residence hall policies, emergencies and crisis procedures, housing assignments, staff training and evaluation, and programming. Works closely with the Assistant Dean for Residence Life and Student Conduct to ensure that the living environment in the residence halls is conducive to academic and personal success for students.
- **Department of Safety and Security** – Works closely with the Director of Safety and Security to keep campus a safe place to learn, live and work. In addition to providing emergency and non-emergency responses, campus patrols, crime prevention information and emergency preparedness training, the Safety and Security Department is responsible for other campus services including monitoring of campus emergency alarm systems, card access system and coordination of transportation services. Safety and Security also oversee operation of the campus mailroom.
- **Spiritual Life** - The Chaplain assists students of all faiths in developing and promoting programs nourishing spiritual life and provides opportunities for religious fellowship and outreach.
- **Student Conduct** – Works closely with the student Judicial Chair to ensure that the Honor Code is upheld and that potential violations are handled expeditiously, fairly, and according to College guidelines. Also works with the Assistant Dean for Residence Life and Student Conduct to administer student conduct cases responding to policy violations that are not honor offenses or Title IX related.

- **Campus Life and Student Engagement** – Supervises professional and student staff who are responsible for providing service, social, educational, cultural and recreational opportunities for students both on and off campus. Position oversees the many traditional events and assures that the many social and cultural traditions at the College remain vibrant and meaningful. Maintains close contact with Student Government leadership and with the Macon Activities Council (MAC) and advises Student Government (SG) on matters related to their operations, finances and leadership.
- **New Student Orientation** – Oversees the coordination of the first-year orientation program including supervision of professional and student staff, program development, scheduling and completion. Responsible for ensuring that the Orientation program is appropriately comprehensive and serves as a solid introduction to the academic and social culture of the College, and that the program is evaluated annually.
- **Health Services** – Supervises the staff of the Health Center and works collaboratively with the Director of the Health Center to set and maintain appropriate policies and procedures regarding scheduling, confidentiality, record-keeping and the overall operation of the Center. Also ensures that the Health Center maintains successful relationships with the local physician, hospitals, pharmacies, and other health services providers for both routine and emergency needs.
- **Counseling Services** – Supervises the staff of the Counseling Center and works collaboratively with the Director of the Counseling Center to set and maintain appropriate policies and procedures regarding scheduling, confidentiality, recordkeeping and the overall operation of the Center. Ensures that the Counseling Center staff is adequately trained about how to respond to psychological crisis situations, and that the staff maintains relationships with a local psychiatrist and other professionals and hospitals in the community whose services may occasionally be needed.
- **Athletics** – Supervises the athletics staff and works collaboratively with the Director of Athletics to provide an environment for advancing the learning and personal development in the classroom, in training and competition, and in the community. Ensures that the department meets NCAA and other reporting requirements.
- Assume other duties and responsibilities as assigned by the President.

Special Assistant to the President and Secretary to the Board of Trustees

The Special Assistant to the President and Secretary to the Board of Trustees reports to the President and supports both the President and the Board of Trustees. The position serves as the Secretary to the Board of Trustees and is an officer of the Corporation. This individual is the President's liaison to the Board of Trustees and manages the operation of all Board meetings and related duties, along with serving as a strategic advisor to the president. This position oversees the operations of the President's Office, including the management of budget and staff, and assists the President in project planning, prioritizing and implementation, presidential communications and community relations.

The Special Assistant to the President and Secretary to the Board is responsible, for the following:

- Serves as a confidential strategic advisor to the President;

- Serves as a key member and participant of the Senior Staff and coordinates Senior Staff activities
- Supports the President in leading an effective senior management team; manages the Senior Staff's agenda, prioritizes meetings and prepares or secures suitable materials to advance the team's deliberations; and records attendance, discussion issues, decisions, and action items at these meetings.
- Provide the President information for decision-making.
- Serves as project manager by planning, prioritizing, and implementing various Presidential projects; as well as monitoring the progress of various projects led by others that are important to the President.
- Maintains strong working relationships with members of Senior Staff, faculty and other staff, alumnae and alumni, donors, students, parents, Lynchburg community members, and other constituents of the College.
- Provides staff support to and participate as a member of various college committees; including those chaired by the President
- Represents the President at designated internal and external functions and manages selected relationships with constituents external to the College.
- Represents the President, as appropriate, in resolving problems and complaints from students, parents and other constituencies
- Serves as a liaison with Lynchburg community
- Develops and coordinates presidential communication
- Enhances and manages the President's Office in a fashion that is consistently professional, respectful, and responsive to the campus community and to all external constituents and focused on the College's mission.
 - Supervises the staff in the Office of the President.
 - Ensures that the necessary systems and procedures are in place to appropriately address the flow of information and work to and from the Office of the President.
 - Works closely with the President's Executive Assistant to ensure the most efficient allocation of the President's time so that the highest priority tasks are accomplished.
 - Ensures proper coordination of entertainment at the President's House and travel arrangements for the President and spouse/partner.
 - Manages the budget for the Office of the President.
 - Conducts annual performance evaluations and ensures that office staff has access to the training necessary to perform to the highest standards.
- Maintains historic records of the College
- Performs all duties while exercising confidentiality, good judgment and discretion.
- Assume other duties and responsibilities as assigned by the President.

The Special Assistant to the President serves as the Secretary of the Board of Trustees and is an officer of the Corporation. The position:

- Serves as the President's liaison to the Board of Trustees and handles appropriate questions, concerns and needs of the Chair and other members of the Board of Trustees as their primary point of contact

- Manages the operation of all Board meetings and related duties, including planning and arranging meetings of the Board of Trustees and the Executive Committee, providing appropriate advance notice, logistical arrangements and assessment of meeting effectiveness
- Oversees the timely and properly formatted preparation of the Board Book for Board of Trustee meetings, including gathering and editing Board resolutions and other special reports
- Attends, prepares and acts as the custodian of minutes for the Board of Trustees and Executive Committee meetings
- Participates on the Governance task force, acts as custodian of the Articles of Incorporation, By-Laws and Policies and Procedures of the Corporation and the Board of Trustees and makes the required filings with the state corporation commission
- Develops and participates in orientation of new trustees and contributes to the continuing education of trustees on issues facing the College and the Board
- Ensures that Board of Trustee action items are communicated and implemented
- Manages the budget for Board of Trustees.

Director of Institutional Research, Planning, and Assessment

The Director of Institutional Research, Planning, and Assessment directs the institutional data gathering, analysis, interpretation, and dissemination for the College, leads the integrated institutional planning activities in support of the College’s mission, and provides leadership and support for institutional effectiveness processes, including assessment planning and reporting for all of the College’s administrative and academic units. The director reports directly to the President of the College and serves on Senior Staff.

The Director of Institutional Research, Planning, and Assessment is responsible, for the following:

Research - With the assistance of the Registrar, gather and analyze data for the College and comparison sets for:

- Fact Book
- Dashboard and critical indicators
- IPEDS data
- Student surveys (CIRP, NSSE)
- Common data set
- HEDS, AAUP faculty salary data
- Guidebooks (e.g., US News, Princeton Review, Wintergreen Orchard House, Barrons)
- Act as liaison with the Higher Education Data Sharing (HEDS) consortium

Planning - Develop and direct all long- and short-term planning activities in support of the College’s mission, in concert with Senior Staff and the Business Office

- Establish annual and long-term planning processes
- Link planning to the Strategic Plan and its implementation
- Solicit and help develop and prioritize initiatives

- Plan and coordinate Senior Staff retreats
- Coordinate with Director of Finance and Budget Committees to ensure integration of planning and budgeting on budgets and long-term financial model
- Monitor progress toward planning objectives and assess results
- Coordinate formulation and implementation of future Strategic Plan

Assessment

- Chair the Institutional Effectiveness Committee
- Design and implement assessment guidelines and learning outcomes.
- Oversee and coordinate data collection activities, including surveys, focus groups, and non-academic testing.
- Assist all academic and administrative units
 - Comply with SACS and other accrediting bodies in demonstrating on-going and integrated institutional assessment.
 - Educate and assist staff and faculty in using assessment tools such as Weave Online effectively.
 - Ensure that assessment is linked with annual budgeting and planning activities.
- Direct the Intercultural Competence QEP Project Committee

SACS - Act as SACS liaison

Other duties as assigned by the President.

*Randolph College's Responsibilities**

Notwithstanding any other provision of this Handbook, all managerial and administrative functions and prerogatives entrusted to and conferred upon employers inherently, expressly and by law, are retained and vested exclusively with the College, (*except for matters related to faculty rights and responsibilities covered in the Faculty Handbook*) including but not limited to: the right to exercise our judgment and discretion to take whatever action is necessary to operate the College's business, protect its health, property, security, and general welfare; to reduce, contract out, sell, close down, or relocate the College's operations or any part thereof; to hire, lay off, direct, discipline, discharge or increase the efficiency of the workforce in the manner and to the degree the College deems appropriate; to set the standards of productivity, maintenance, services, security, research and development; and, in general, to take whatever other actions necessary in the College's operations and direct its work force.

Policies

*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 separation 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 effective 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 think they need a reasonable accommodation to perform the essential functions of their job, or to access 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.

An employee or job applicant who has questions regarding this policy or who believes that they have 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.

Procedure for Requesting an Accommodation:

Requests should be made by using the *Reasonable Accommodation Request Form*. A copy of the form is available in Human Resources or by clicking [here](#).

Upon receipt of an accommodation request, a member of the Human Resources Department and the employee's supervisor 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. If the request for the accommodation is denied, the employee may appeal by submitting a written statement to the Director of Human Resources explaining the reason for the request. The appeal will be reviewed by the Vice-President for Academic Affairs and the Vice President for Finance and Administration. If the request on appeal is denied, that decision will be final.

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 depend 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 their supervisor before the time the employee ordinarily reports to work to indicate that they 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. The College will conduct background checks on all employees, including regular volunteers, excluding student applicants for student positions. (The exception is students working in the Randolph Nursery School.) Background checks may include, but are not limited to, criminal history, Sex Offender Registry, credit, educational degrees, employment verification, and motor vehicle license checks in compliance with the Fair Credit Reporting Act. Randolph College uses an outside agency to collect portions of this information. 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.

Programs that provide occasional events for which a large number of volunteers are essential may elect to adopt alternative measures and safeguards for the use of one-time volunteers (e.g., Reunion weekend). Measures put in place must include that: volunteers work only in public places; they will not be permitted to work alone; and they must be supervised by an individual for whom a recent background check has been completed. All such programs or events should compile a list of the individual names and addresses of volunteers prior to the event, along with dates/times of events and locations on campus.

Breaks

Breaks are a benefit provided by the College to allow for rest and relaxation. Breaks are permitted 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 by clicking [here](#); and for employees that do not have regular access to e-mail such as Buildings & Grounds staff, items of importance will be posted at the various time clocks. Job openings are posted on the HR website by clicking [here](#) and a hard copy is posted on the bulletin board outside Human Resources.

Conduct and 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 of 1988, and the Drug-Free Schools and Communities Act 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 and grounds 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 Director 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 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**

Randolph College, as a recipient of federal student aid and federally funded grants, is required to comply with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1989 and Department of Education regulations implementing such legislation. These acts require the College to undertake certain actions and adopt various procedures relating to the misuse of controlled substances in the workplace. In accordance with the Drug-Free Schools and Communities Act of 1989, the College will distribute the policy annually to employees.

The College is committed to providing a safe learning and work environment that is free of alcohol and drugs that may impair judgement and job performance that could result in harm to self or others. To ensure the College's commitment to compliance, employees are subject to disciplinary action up to and including termination for the unlawful manufacture, distribution, dispensing, sale, offering, possession, or use of a controlled substance (except consumption of alcohol at social events, in moderation, with prior permission). In the case of a faculty member, the regular processes will be used; in the case of a staff member, the final personnel action will be determined by the administration. Any discipline will depend on the circumstances, but could include termination of employment or could consist of requiring the employee to complete satisfactorily a drug abuse assistance or rehabilitation program.

Notification of Convictions:

Employees of Randolph College are required to follow this policy as a condition of employment and abide by the terms of this policy. Employees who are convicted of or plead guilty to criminal drug charges must notify the College as soon as possible thereafter, within five (5) calendar days of such a conviction. (Faculty should notify the Vice President for Academic Affairs and staff should notify the Director of Human Resources.) If applicable, the Sponsored Programs Officer will notify the granting agency in writing, copying the Vice President for Academic Affairs and/or the Director of Human Resources, within 10 calendar days of receiving such a notification.

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 under the influence, reckless driving, or other serious driving offenses. The College may consider the pendency or possibility of appeals in determining appropriate discipline.

Awareness Program:

1. Each new employee will be provided a copy of this policy by Human Resources, and additional copies of this policy can be obtained in the Human Resources Office.
2. Literature on the many health risks associated with the use of illicit drugs and the abuse of alcohol will be distributed to employees during New Employee Orientation, yearly in the Annual Security and Fire Safety Report, and periodically through the College's wellness program. See Health Effects of Drugs and Alcohol in the Appendix.
3. Randolph College offers an Employee Assistance Program (see Employee Assistance Program in the Benefits section) to all employees and members in their households for counseling, identifying, and resolving substance abuse problems. The College has retained All Points EAP & Organizational Services. Employees may call All Points EAP at the below number to make an appointment.

Community & Campus Resources:

- All Points EAP & Organizational Services: (434) 845-1246
2250 Murrell Road, Suite B5, Lynchburg, VA
- Alcoholics Anonymous: (434) 847-4733
- Narcotics Anonymous: (800) 777-1515
- Randolph Human Resources: Ext. 8114
- Randolph Safety & Security: Ext. 8144

Employment Eligibility and Verification (Form I-9)*

The Department of Homeland Security requires that every employee hired by the College after November 6, 1986, complete and sign Section 1 of the Employment Eligibility Verification Form (commonly called Form I-9) on or before the first day of work. 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 Form I-9.) Form I-9 provides proof of eligibility to work in the United States.

If an employee's status documents expire on a particular date, the employee 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.

*Email Privacy and Retention**

Although faculty and staff email accounts belong to the College and should be used principally for College business, the College recognizes there are occasions where email may be used for personal purposes. Any expectation of privacy, however, must be balanced against the reasonable needs of the College, including the protection of safety, investigation of alleged illegal activity, and the preservation of information requested in or potentially related to anticipated or pending legal actions. In an attempt to strike this balance, the following procedures apply:

1. An employee's personal emails (unrelated to College business) should not be accessed without the employee's permission absent a documented, reasonable suspicion by the administration that such access is necessary to accommodate the considerations listed above.
2. Such authorization must come from the President, Vice President of Finance and Administration, Special Assistant to the President, or the Director of Campus Safety, plus either the Director of Human Resources, the Dean of the College, or the Dean of Students. Those approving the access shall sign and deliver an Email Access Authorization Form to the College's Office of Information Technology.
3. Although this policy may be changed without the assent of faculty or staff, any such changes shall promptly be communicated the Faculty Representative Committee (FRC).
4. Emails will be retained to the extent practicable given the constraints of the College's technology. However, the responsibility for email retention rests with the sender and/or receiver based on the same legal requirements applied to physical document retention. If needed, archiving and retention assistance may be obtained from the Randolph College Help Desk. The College reserves the right to require that employees retain (i.e., refrain from deleting) email that the administration deems important to the College's ability to conduct business.
5. In the event of separation from the College, other than retirement, an employee's email will be frozen for up to 30 days prior to deletion. The former employee's supervisor may request the account be made accessible to the former employee for an extended time, or assign the account's emails to another employee at any time within that 30-day window. Employees who retire in good standing may be given permission to retain their email account with the College in perpetuity.

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 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 dependents. 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 2080 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 or averages 30 hours per week annually per the Affordable Care Act.
- 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.)

STUDENT SUMMER EMPLOYMENT PROGRAM:

Each summer the College hires a number of summer workers to work in various departments across campus depending on the workload and economic conditions. Applicants must be college-bound high school graduates. Priority is given to Randolph College students, the children of College employees, and others, in that order. Applications are normally received during the months of March and April. Individuals interested should contact Human Resources, along with completing a Randolph Employment Application. Job offers are extended upon the approval Human Resources Office.

*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 their 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, religion, sex (including pregnancy), gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, political beliefs, or any other classification protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, placement, transfer, layoff, recall, compensation, and training.

We require that all of our employees (faculty, staff, and student employees), supervisors, and managers understand and adhere to this policy. 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.

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 Main Hall), 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

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, the Randolph College Network 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 appropriate and possible legal action under the Federal Electronic Communications Privacy Act. In addition, students are bound by the Randolph College Honor System in the use of computer resources on campus.

This statement of policy is not meant to be exhaustive. The Information Technology Advisory Committee has the final authority about what is/is not considered acceptable use of computer resources.

Purpose of the Randolph College Network:

Randolph College's computing resources are provided for the use of the Randolph College community for educational and academic purposes. Use of the Randolph College Network and all resources to which it is connected is a privilege, not a right. The Randolph College Network is a resource provided by the college as an educational tool to exchange information more efficiently.

The Information Technology Department manages the resources for the mutual benefit of all. Computing resources include labs used for general computing, computer classrooms used for instructional purposes, facilities required to maintain operations, and any computer that is connected to the Randolph College Network. Access to these facilities is a privilege granted to the College community. 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. The following conditions apply:

- 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.
- 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.
- 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: BitTorrent, Sharaza, or Gnutella 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.
- No user may permit another to use their computer account.
- Wireless Access Points, other than what is provided by the College, are not allowed.
- 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.

- Printing is limited to academic or work related documents.
- 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.
- Do not develop or execute programs that could harass other users or otherwise damage or alter software configurations.
- 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.
- Follow established procedures as posted in the computer labs.
- 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.
- 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.
- 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.
- Upon graduation, students will be allowed to retain their Randolph College email account indefinitely. Unless prior arrangements have been made with the Office of Information Technology, all personal files stored on Randolph College servers will be deleted 30 days after graduation. If for reasons other than graduation, a student fails to return to campus at the beginning of a semester, all personal files will be deleted at the end of 30 days unless prior arrangements have been made with the Office of Information Technology.

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 Dean of Students for appropriate action and/or resolution. 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 misconduct / 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, their account may be suspended, and their 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 Chief Technology Officer, 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.

Minors on Campus Policy*

Randolph College has adopted a policy on programs involving minors, instituting steps designed to increase the safety and protection of minors who take part in College programs and/or activities on the Randolph College campus. This policy governs programs sponsored by Randolph College units as well as any programs run by external organizations that are housed in or use any of the College's facilities. This includes: any ongoing or planned programs, and events that are designed to involve minors, including but not limited to, campus lessons, workshops, clubs, teams, practices, projects, tours, and open houses. This policy is not intended to apply to any full-time, enrolled student of Randolph College under the age of 18. Should you have any questions about the policy, contact the Director of Campus Safety at Ext. 8000.

No abusive conduct of any kind, including sexual abuse, harassment, or neglect will be tolerated.

Randolph College recognizes and follows Virginia Law Section 63.2-1509, seen [here](#), regarding reporting child abuse or neglect for **any child less than 18 years of age**. (The law requires any person who has reason to believe a minor is a victim of abuse or neglect has a duty to report to Campus Security at 1-434-947-8000 or Lynchburg Police at 9-1-1. Anonymous reports may also be made to the Virginia Department of Social Services at 1-800-552-7096.

When the Director of Campus Safety is informed of any suspected case of abuse they must notify the following individuals: (*one of the VPs then will notify parents or legal guardian*)

- Vice President for Academic Affairs and Dean of the College
- Vice President for Finance and Administration
- Vice President for Student Affairs and Dean of Students
- Director of Human Resources (if staff or faculty are involved)
- Responsible party (if third party vendor)

If the situation warrants, the alleged abuser may be immediately suspended, pending an investigation. All College personnel will cooperate with any external investigations conducted by Child Protective Services or local law enforcement. The Director of Campus Safety will conduct an internal evaluation to determine if sanctions are warranted, up to and including dismissal. Individuals listed above may assist the Director of Campus Safety with the investigation.

Violations may result in sanctions, including the cancellation of programs and disciplinary actions for individuals up to and including termination, and/or criminal action. Suspected violations of law will be referred to appropriate law enforcement officials.

The Director of Campus Safety shall maintain a report of each alleged allegation, along with a summary of the internal investigation findings and sanctions, if any were imposed.

If the alleged abuser is not a faculty or staff member of Randolph College, but is present through a third party vendor, the external entity will also be notified that the alleged abuser will no longer be permitted on campus.

Background Checks – All Programs run by the College and/or on the College campus or in College facilities must ensure that all faculty, staff, students, volunteers, or other personnel who will or may work with minors have been subject to a criminal background check, including the sex offender registry check. For more information on the College's background check policy, please refer to the Human Resources web page at <http://www.randolphcollege.edu/humanresources/forms/#Hiring> . If any individual changes jobs with the College, they will need to have a new background check completed.

Programs that provide occasional events for which a large number of volunteers are essential may elect to adopt alternative measures and safeguards for the use of one-time volunteers (e.g., Reunion weekend). Measures put in place must include that: volunteers work only in public places; they will not be permitted to work alone with minors; and they must be supervised by an individual for whom a recent background check has been completed. All such programs or

events should compile a list of the individual names and addresses of volunteers prior to the event, along with dates/times of events and locations on campus.

Program Information – Units sponsoring programs/events that include minors should maintain an up-to-date list of the number of participants, including name, age, emergency contact, and medical information (as appropriate).

The term “program” does not include single performances or events open to the general public.

The above may not capture every circumstance in which minors are present on campus, and further consideration will be given at such time to determine whether any program or event falls within the scope of the policy.

*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 Human Resources 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, they will be counseled by the supervisor. The College considers itself the primary employer of all full-time employees.

*Photo and Video Policy**

The Randolph community is the best resource for illustrating the life of the College, and as a result, images of people publicly engaged in campus life are often taken for these purposes.

Randolph College uses photographs, photographic images, names, and audio and video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, publicity, and advertising, etc. Your presence in or around College facilities and/or properties, as well as at off-campus College-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by Randolph and waives any claims or rights, whether in law or in equity.

Randolph does not collect release forms from its students, faculty, staff members, or guests for the use of images or films taken on campus. Any employees, students (or the parents or guardians of such persons, if under age 18), or guests who do not want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must notify the Office of College Relations (OCR) at Randolph College in writing.

In addition, employees, students, and guests who do *not* want to be photographed or recorded, and who have notified OCR in writing, are responsible for removing themselves from the area in which photographing/recording is occurring, or notifying the camera operator of their opt-out status. Failure to do so may result in the individual's inclusion in a photograph or recording; it will be deemed equivalent to a release, and will allow the college to use that photograph or recording as it chooses.

Policy Prohibiting Harassment and Discrimination For Staff

See the Sexual Misconduct Policy for more details, including the College's Policy prohibiting sexual harassment.

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, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, marital status, veteran 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 , race, color, religion, sex (including pregnancy), gender identity, gender expression, national origin, age, disability, genetic information, marital status, veteran status or any other protected classification would affect one's job, promotion, performance evaluation, or working conditions; or
- Other conduct referring to the list in the first paragraph of this policy, even if not objectionable to some employees, if it creates a working environment that others may find intimidating, hostile, or offensive to a reasonable person.

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.

(See the Sexual Misconduct Policy for greater detail, including applicable procedure(s).)

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 their 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. Supervisors should then report to the Director of Human Resources.

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.

Human Resources Office. The Human Resources Office is located in the Main Hall. The office is open Monday through Friday, 8:30 a.m. to 5:00 p.m. or by phone at 434-947-8114.

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 (if of a sexual nature, refer to the **Sexual Misconduct Policy**) 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. 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.

*Position Vacancies & Hiring Process**

As faculty and staff positions become available, openings are posted internally, online by clicking [here](#), and advertised externally as needed. A paper copy of job openings is posted on the bulletin board outside the Human Resources 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. For the entire process, see the Hiring Process document located on the Human Resources website.

Sexual Misconduct Policy for Staff

See the Faculty Handbook for the Sexual Misconduct Policy for Faculty

Randolph College is committed to maintaining a community in which learning and working can be carried out in an environment of human dignity and respect. The College stands opposed to all forms of sexual misconduct and will work to prevent such behavior within the College community. Sexual misconduct is antithetical to the values and standards of the Randolph community, is incompatible with the safe, healthy environment that the community expects and deserves, and will not be tolerated.

Title IX of the Higher Education Amendments of 1972 states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

20 U.S.C. § 1681

As a recipient of federal funds, Randolph College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX.

Any act of sexual misconduct constitutes a violation of College policy. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct cases. Creating a safe environment is the responsibility of all members of the College community. This policy is designed to protect the rights and needs of Complainants and Respondents.

OVERVIEW:

The expectations of our community regarding sexual misconduct can be summarized as follows:

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don’t. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy just as physically forcing someone into sex. Coercion is

unreasonable, inappropriate pressure to engage in sexual activity. Continued pressure to engage in sexual activity after the other person makes it clear that they do not want to engage in, want to stop, or do not want to go further with sexual activity can be coercion.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

In the case of allegations of sexual misconduct, this policy supersedes all other procedures and policies set forth in other College documents.

DEFINITIONS:

Sexual misconduct refers to any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all sexual misconduct.

Sexual misconduct offenses include, but are not limited to: sexual harassment; non-consensual sexual contact (or attempts to commit same); non-consensual sexual intercourse (or attempts to commit same); sexual exploitation; stalking; intimate partner violence; and retaliation.

- ***Sexual harassment*** is unwelcome, gender-based verbal, nonverbal, written, electronic or physical conduct that is sufficiently severe, persistent or pervasive that it substantially and unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from education or employment at the College and is based on power differentials (*quid pro quo*), intimidation, the creation of a hostile environment, or retaliation.
- A ***hostile environment*** caused by sexual harassment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities.
- ***Non-Consensual sexual contact*** is any intentional sexual touching, however slight, with any object, by an individual that is without consent and/or by force.
- ***Non-Consensual sexual intercourse*** is any sexual intercourse, however slight, with any object, by an individual that is without consent and/or by force.
- ***Sexual exploitation*** occurs when an employee takes non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or to benefit or advantage

anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

- **Stalking** refers to a course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional, or psychological. Stalking includes cyber-stalking, in which electronic media are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.
- **Intimate partner violence** is often referred to as dating violence, domestic violence or relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with the Respondent.
- **Retaliation** refers to acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity and can be withdrawn at any time. Previous relationships or prior consent cannot imply consent to future sexual acts. Coercion, force, or threat of either invalidates consent.

Consent may never be given by:

- a. Minors, even if the other participant did not know the minor's age.
- b. Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
- c. Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or other drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy. If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue and capacity to consent. Neither party should make assumptions about the other's willingness to continue.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Other Misconduct Offenses (will fall under Title IX when gender-based):

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct that threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

The **Title IX Coordinator** has ultimate oversight responsibility for handling Title IX-related complaints and for identifying and addressing any patterns or systemic problems involving sexual misconduct. The Title IX Coordinator will also appoint one Deputy Title IX Coordinator for faculty, one for staff and one for students. They will assist with the handling of Title IX-related complaints with oversight of the Title IX Coordinator. All allegations involving sexual misconduct should be directed to the Title IX Coordinator or Deputy Title IX Coordinators. In this role, they are responsible for monitoring and overseeing the College's investigation of any complaints of sexual misconduct or related retaliation.

The Title IX Coordinator and Deputy Title IX Coordinators can answer questions regarding the process for reporting, investigating, and adjudicating complaints of gender discrimination, sexual harassment, sexual assault, or other potential Title IX violations. They are available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns, or problems related to sexual misconduct on campus or in College programs.

INDIVIDUALS WITH DISABILITIES:

The College will make arrangement to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy. For faculty and staff, requests for accommodations must be

made to the Human Resources Office, 434-947-8114. For students, requests for accommodations must be made to the Office of Access Services, 434-947-8132.

POLICY:

This policy applies to any allegation of sexual misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged sexual misconduct occurred, if the conduct giving rise to the complaint is related to the College's academic, educational, athletic, or extracurricular programs or activities. The grievance process will be determined by the constituency of the Respondent. There is no geographical limitation to invoking this policy; however sexual misconduct that is alleged to have occurred at a significant distance from the College and/or outside of College property may be more difficult for the College to investigate. The College's disciplinary authority may not extend to third parties, but the College will provide a student or employee with support services and, if appropriate, conduct an investigation of the incident.

In the case of allegations of sexual misconduct, this policy supersedes all other procedures and policies set forth in other College documents.

Retaliation against an individual for reporting in good faith a claim of harassment, or cooperating in the investigation of same, will not be tolerated and possible violations will be addressed under this policy. Any person who feels that they have been subjected to retaliation should make a report to the Title IX Coordinator or designees. The Title IX Coordinator or designee will consult with the Complainant regarding measures to protect the Complainant's safety, such as changes to academic or athletic schedules, removing the Complainant's information from the College directory, or requesting an internal No Contact Order. Randolph College will not retaliate against a current, potential, or former employee, or other community member who, in good faith, makes a complaint or report of sexual misconduct, or participates in the investigation of such.

Confidentiality. The College will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the incident(s) of sexual misconduct. In addition, information regarding alleged sexual misconduct will be shared among College administrators as appropriate and necessary.

It is important to note that all College employees (except for Health and Counseling Center staff and the Campus Chaplain) are mandated reporters and are required by Federal regulations to report incidents of sexual misconduct to the College's Title IX Coordinator, whereupon such information will be used in compliance with this policy, including notification of local police as required by law. Complainants and Respondents may request that the College treat information regarding alleged sexual misconduct as confidential. The College takes such requests seriously.

However, the College cannot always control confidentiality violations by students or third parties.

Requests for confidentiality may limit the College's ability to investigate and take reasonable action in response to a complaint. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment.

In order to make such an evaluation, the Title IX Coordinator or designated administrators may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the request(s) against the following factors:

- a. the seriousness of the alleged sexual misconduct;
- b. the Complainant's age;
- c. whether there have been other complaints of sexual misconduct against the Respondent;
- d. the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- e. the applicability of any laws mandating disclosure.

The Title IX Coordinator will inform the person requesting confidentiality if the College cannot ensure confidentiality.

Consensual Relations. As a matter of sound judgment and professional ethics, faculty and staff members are strongly cautioned against entering a romantic or sexual relationship with any student. Not only is such a relationship unethical, but it also places the faculty or staff member as well as the College in a vulnerable position with respect to a potential 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 faculty or staff member and a student with whom they have 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 grading, 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.

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

Faculty and staff of the College are 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 their supervisor does not protect that supervisor, or the College, from the filing of a sexual misconduct complaint by the employee. Faculty and staff are also advised that the College may act as a Complainant for the purpose of fulfilling its duty to maintain appropriate vigilance against sexual misconduct.

Faculty and staff 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.

Educational Program. The Director of Human Resources and Title IX Coordinator, the Dean of the College, the Director of Athletics and the Title IX Deputy Coordinators shall be responsible for developing and implementing an annual plan for educating the College community with regard to sexual misconduct and for completing an evaluation of the education program at the end of each academic year. This plan and the evaluation shall be submitted to the President for approval and review.

Policy Review and Updating. The Title IX coordinator and the staff Deputy Title IX Coordinator, the faculty Deputy Title IX Coordinator, along with the Director and the Associate Director of Campus Safety, will review the policy annually. The Title IX Coordinator shall submit changes to the President and the Board or email the President with an acknowledgement that the policy was reviewed and no changes were needed.

GRIEVANCE PROCEDURE:

Sexual misconduct may constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities. Individuals may file a complaint at any time, but the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. The College's investigation and resolution of a complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Any party may request an extension of any deadline by providing the Title IX Coordinator with a written request for an extension. The Title IX Coordinator may modify any deadlines contained in this policy as necessary and for good cause.

Any student may file a complaint against other students or employees of the College. In addition, a College employee may file a complaint against other employees or students of the College. Students and employees of the College may also file complaints regarding third parties who are not enrolled at or employed by the College if the conduct giving rise to the complaint is related to the College's academic, educational, or extracurricular programs or activities. The College may not have jurisdiction to discipline third parties, but it can provide a student or employee with support services and, if appropriate, it will conduct an investigation of the incident to ensure that it does not represent a pattern of sexual misconduct occurring at the College or involving its students or employees. Finally, third parties may file a complaint against students or employees of the College under this policy if the conduct giving rise to the complaint is related to the College's academic, educational, or extracurricular programs or activities.

FILING A COMPLAINT:

Anyone wishing to make a complaint under this policy should contact one of the following individuals or offices:

Sharon Saunders, Director of Human Resources & Title IX Coordinator

Located in the Human Resources Suite in Main Hall from 8:30 am to 5:00 pm M-F or via email at ssaunders@randolphcollege.edu or 434-947-8704

Amanda Denny, Director of Campus Life & Deputy Title IX Coordinator

Located in the Dean of Students Suite in Main Hall from 8:30 am to 5:00 pm. M-F or via email at adenny@randolphcollege.edu or 434-947-8291

Mara Amster, Professor of English & Deputy Title IX Coordinator

Located in Smith Memorial Building Room 406 or via email at mamster@randolphcollege.edu

If an employee of the Randolph College Department of Campus Safety, the Dean of Students Office, or the Human Resources Office receives a report of alleged sexual misconduct, that employee must notify the College's Title IX Coordinator.

Individuals may also file anonymous reports by calling Campus Safety or completing a form online at [silent witness crime reporting form link](#).

Anonymous reporting. Individuals who choose to file anonymous reports are advised that it may be very difficult for the College to follow up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes. The Clery Act requires all colleges that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

An individual may report alleged sexual misconduct to a faculty or staff member other than those referenced above. *It is important to note that all College employees (except for Health and Counseling Center staff and the College Chaplain) are mandated reporters and are required by Federal regulations to report known or suspected incidents of sexual misconduct to the College's Title IX Coordinator, whereupon such information will be used in compliance with this policy, including notification of local police as required by law.* No employee is authorized to investigate or resolve complaints without the involvement of the College's Title IX Coordinator or designee.

Complaints of sexual misconduct may be resolved through the informal process or through a formal hearing procedure, described below. Having attempted resolution through the informal process does not preclude the Complainant's use of the formal hearing procedure if they are not satisfied with the efforts to resolve the complaint through the informal process. In addition, a Complainant may choose to utilize the formal procedure without having attempted resolution through the informal process.

Complaints may be made against an individual by the Complainant, by another College community member, or by the College for the purpose of fulfilling its duty to maintain appropriate vigilance against conduct that constitutes sexual misconduct.

This grievance procedure must not be used to bring malicious or knowingly false complaints. Disciplinary action will be taken against any person who is found to have filed a knowingly false complaint or who knowingly provides false information to College officials. If a claim is not substantiated, the College may, with the agreement of the Respondent, take steps to restore the reputation of the accused individual, including expunging records or notification to persons who participated in the grievance proceeding(s).

The Title IX Coordinator is responsible for determining and documenting whether reasonable grounds exist to believe that the conduct at issue constitutes sexual misconduct under this policy. The Title IX Coordinator will direct that the case will proceed unless it is clear from the complaint and/or the initial meetings with the parties and/or the investigation that no reasonable grounds exist for believing that the conduct at issue constitutes sexual misconduct under this policy.

If at any point during the complaint, investigative or disciplinary processes, the Title IX Coordinator or designated representatives reasonably believe that a respondent who is a member of the College community poses a substantial threat of harm to the complainant or other members of the campus community; threatens or endangers College property; or disrupts the stability and continuance of normal College operations and functions, the Title IX Coordinator or Deputy Coordinator, in conjunction with the appropriate supervisor(s), may take actions to minimize or eliminate the threat including issuing a no-contact order, referring the respondent to counseling via the Employee Assistance Program, placing the respondent on administrative leave, or terminating employment.

INFORMAL PROCESS:

Any member of the College community who believes they have been the victim of sexual misconduct and chooses to seek more information about sexual misconduct or an informal remedy to the situation may contact the Title IX Coordinator.

The objective of the informal process is to respond immediately to a complaint with actions designed to eliminate misconduct. The goals of the informal process are to gather information, identify sources of conflict, analyze problems, and offer ways for resolving the complaint. The Title IX Coordinator or designee will discuss with the Complainant their concerns, clarify the College's policy and grievance procedure, and when appropriate remind them of the availability of counseling services through the Employment Assistance Program. The resolution process shall vary depending on the Complainant's willingness to have their identity disclosed.

- a. If the Complainant is willing to have their identity disclosed to the Respondent:

The Title IX Coordinator or designee will attempt to work with the parties involved to resolve the matter informally. The resolution process might involve any number of

strategies, including (1) individual meeting(s) between Title IX Coordinator or designee and the Respondent; (2) written communication between the Complainant and the Respondent; and/or (3) mediated meeting(s) between the Complainant and the Respondent, facilitated by the Title IX Coordinator or designee. Mediated meetings are not available in cases of sexual assault.

Based on information gathered from the Complainant and the Respondent, the Title IX Coordinator or designee shall prepare a written resolution agreement that they believe will fulfill the goals of the informal process and is acceptable to all parties.

If the parties agree to an informal resolution of the complaint, the Title IX Coordinator or designee shall complete the following actions:

- have the resolution agreement signed by both parties, provide each party with a copy of the signed agreement, and maintain the original of the signed agreement in the Title IX Coordinator's confidential file; and
- file a copy of the resolution agreement and all other correspondence, notes, and documentation related to the informal process with Human Resources, who shall maintain the materials while the Respondent is employed by the College. When the Respondent leaves the employ of the College, the College shall retain the records for seven years.

If a mutually agreeable resolution cannot be reached, the Title IX Coordinator or designee shall:

- send each party written notification of that fact and of the formal procedure for pursuing a sexual misconduct complaint and shall maintain a copy of the written notification in the Title IX Coordinator's confidential file; and
- file a copy of the written notification and all other correspondence, notes, and documentation related to the informal process with Human Resources, who shall maintain the materials while the Respondent is employed by the College. When the Respondent leaves the employ of the College, the College shall retain the records for seven years.

- b. If the Complainant is not willing to have their identity disclosed to the Respondent: The Title IX Coordinator can determine that it is in the best interest of the College to pursue the issue. The College may start an investigation even in the absence of a filed complaint if information about sexual misconduct comes to the attention of the College. The Title IX Coordinator shall notify the Complainant that the College will be pursuing the issue. The Title IX Coordinator will notify the Respondent that a confidential complaint has been reported. The Title IX Coordinator will advise the Complainant that they may still elect to seek resolution of the complaint in the future.

At any time prior to the date of their designated hearing, the Respondent may elect to acknowledge their actions and take responsibility for the alleged sexual misconduct. In such a situation, the Title IX Coordinator or designee will propose sanction(s). If the Complainant and

the Respondent agree to such proposed sanction(s), then the complaint will be resolved without a hearing and without any further rights of appeal by any party. If either the Complainant or Respondent objects to such proposed sanction(s), then the Hearing Panel will convene for the exclusive purpose of determining a sanction. The decision of the Hearing Panel regarding sanctions may be subject to appeal pursuant to Section 3.d.(iv)(b) of this policy.

FORMAL PROCESS:

Written Notice of Investigation. The Complainant and the Respondent will receive written notice of an investigation, including notice of potential Title IX Policy violations.

Advisors. Throughout the entire process the Complainant and the Respondent each have the right to choose and consult with an advisor. The advisor may be any person, e.g., a community member who is not involved in the investigation, a family member, or an attorney. These individuals may attend any meeting for support and advice; however, they may not speak on an individual's behalf or otherwise participate.

Investigation Begins. The Complainant and the Respondent will be contacted by an investigator. This is the opportunity to offer information, present evidence, and identify witnesses. All parties have the opportunity to review their own reports and make changes before they sign.

Timeframe. As previously stated, the College's investigation and resolution of a complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Any party may request an extension of any deadline by providing the Title IX Coordinator with a written request. The Title IX Coordinator may modify any deadlines contained in this policy as necessary and for good cause.

The Hearing. In the case of formal resolution, a Hearing Panel will conduct a series of hearings in which it will interview and question the Complainant and the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant.

- **The Hearing Panel.** The Title IX Coordinator or designee will appoint the members of the Hearing Panel, to include three faculty or staff, with one member serving as the Chair of the Hearing Panel. Members of the Hearing Panel must be trained to hear cases of sexual misconduct. The Title IX Coordinator or designee will share the complaint and the investigative report with the Hearing Panel and, if only a portion of the misconduct alleged in the complaint justifies continuing to the hearing process, the Title IX Coordinator or designee will specify which part(s) of the alleged misconduct will be the subject of the hearings.
- **Notice of the Composition of the Hearing Panel.** Promptly after appointing the members of the Hearing Panel, the Title IX Coordinator or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel.

Note: If only a portion of the alleged misconduct justifies continuing to the hearing process, the Title IX Coordinator or designee will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearings.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Title IX Coordinator or designee within three days of delivery of the notice of the composition of the Hearing Panel. Such objection must state the specific reason(s) for the objection. The Title IX Coordinator or designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.

- **Hearing Policies and Procedures.**

1. *Submission of Written Materials by the Parties.* Within five days of delivery of the notice of composition of the Hearing Panel, the Complainant and the Respondent may provide the Title IX Coordinator or designee with (1) a list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute, and (2) a written statement of position.
2. *Notice of the Hearings.* Not less than five days but not more than ten days after delivery of notice of the composition of the Hearing Panel to the parties, the Title IX Coordinator or designee will provide a separate notice to the Complainant, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth, as applicable, the date, time, and location of the relevant individual's hearing. In its notices to the Complainant and the Respondent, the names of the witnesses or other third parties that the Hearing Panel plans to call will be provided.
3. *Failure to Appear.* If the Complainant or the Respondent fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint.
4. *Counsel and Support Persons.* Both the Complainant and the Respondent may have an advisor present to support and assist them during their respective hearings. The Title IX Coordinator, designee, or Chair of the Hearing Panel may disallow the attendance of such support person if such support person is also a witness or if, in the discretion of the Chair of the Hearing Panel, such support person's presence would be obstructive to the hearing or otherwise warrant their removal from the hearing. An advisor may communicate with a party privately, but they may not address the Hearing Panel, cross-examine witnesses, or have any

other speaking role. An advisor must maintain confidentiality regarding any and all communications exchanged pursuant to this policy.

Absent accommodation for disability, any other individual may not accompany the parties during the hearing process.

5. *Evidentiary Matters.* The Complainant and the Respondent will have an equal opportunity to present evidence during their respective hearings. Formal rules of evidence will not be observed during the hearings.

Evidence of the past sexual histories of the Complainant and the Respondent will not be permitted at the hearings, unless the Complainant has been in the past formally disciplined by the College for falsely filing complaints alleging sexual misconduct; the Respondent has been in the past either convicted in a criminal proceeding or formally disciplined by the College for sexual misconduct; or the past sexual activity of the Respondent may be permitted to show that they have engaged in a pattern of behavior similar to the alleged sexual misconduct at issue before the Hearing Panel, provided the Chair of the Hearing Panel determines in writing that the evidence is reliable and trustworthy and the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

6. *Conduct of the Hearings.* The hearings will be conducted in an inquisitorial manner, which means that the Hearing Panel will be responsible for asking questions of the parties and the witnesses and developing evidence through testimony. The Chair of the Hearing Panel will resolve any questions concerning procedure or the admission of evidence or testimony (including the relevancy and reliability of the evidence and testimony).

The Respondent may choose not to testify or appear before the Hearing Panel; however, their exercise of that option will not preclude the Hearing Panel from making a determination regarding the complaint filed against the Respondent.

In the interests of a fair and equitable hearing, the parties involved in sexual misconduct proceedings may not be required, or allowed, to confront one another directly if it is determined that such direct contact will impair the fairness of the hearing process or the emotional well-being of the Complainant or Respondent. If the parties are separated for any part of the hearing process, any testimony or evidence will be made available to ensure fairness and support a rebuttal.

7. *The Decision of the Hearing Panel.* Following the conclusion of the hearings, the Hearing Panel will confer and by majority vote determine whether the evidence establishes that it is more likely than not that the Respondent is responsible for violating the sexual misconduct policy. In other words, the standard of proof will be the preponderance of the evidence standard.

- a. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for sexual misconduct, or both. Sanctions may include, without limitation, written warnings and/or referral for counseling via the Employee Assistance Program, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, or compensation adjustments, deemed appropriate by the Hearing Panel.

The Hearing Panel will determine sanctions, giving consideration to whether a given sanction will (1) bring an end to the violation in question, (2) reasonably prevent a recurrence of a similar violation, and (3) remedy the effects of the violation. The Hearing Panel will forward its determinations regarding sanctions to the Title IX Coordinator or designee.

- b. **Implementation of Sanctions.** Sanctions imposed are not effective until the resolution of any timely appeal pursuant to Section 3.d.(iv) below. However, if it is advisable in order to protect the welfare of the victim, Complainant (if not the victim) or the College community, the Hearing Panel (or other decision-making body, if applicable) may recommend and the Title IX Coordinator may determine that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted. The Deputy Coordinator for staff, in conjunction with the appropriate supervisor(s), will enforce sanctions.

8. *Final Accommodations and Corrective Action.* In addition to any sanctions imposed on the Respondent, promptly following the conclusion of the hearings and the Hearing Panel's issuance of a determination of responsibility, the Title IX Coordinator or designee will determine the final accommodations to be provided to the Complainant, if any, and the Title IX Coordinator or designee will communicate such decision to the Complainant and, to the extent that it affects them to the Respondent.
9. *Final Outcome Letter.* Within six (6) calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter concurrently to the Respondent and the Complainant. The Final Outcome Letter will set forth the name of the Respondent, the violation (s) of this policy for which the Respondent was found responsible, if any, sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion. The decision letter will also be shared with Human Resources (for staff) and/or the Dean of the College (for faculty).
10. *Confidentiality and Disclosure.* In order to comply with FERPA and Title IX, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings and documents, testimony, or other

information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

If it is determined, however, that the Respondent is found responsible for violating the sexual misconduct policy, College policy does not prohibit the further disclosure of the final outcome letter by either the Complainant or the Respondent.

APPEALS:

The Complainant or the Respondent may appeal the decision of the Hearing Panel and/or the sanction imposed on the Respondent within 14 calendar days from the date of the Final Outcome Letter. The decision of the Hearing Panel and the sanction imposed on the Respondent may, if desired, be appealed simultaneously.

Appeals of the Decision of the Hearing Panel Regarding Responsibility for Sexual Misconduct. The only permissible grounds for an appeal are (a) availability of germane new evidence not available at the time of the hearings that could significantly impact the outcome of the hearings and/or (b) procedural errors during the hearings that significantly impacted the outcome of the hearings.

Appeals of the decision of the Hearing Panel must be made in writing to the Title IX Coordinator. The Title IX Coordinator will inform the other party (i.e., the Complainant or the Respondent) of the filing of the appeal.

The Title IX Coordinator will make a determination (a) that the decision of the Hearing Panel should stand; (b) that the decision of the Hearing Panel should be overturned; or (c) that additional hearings should occur or evidence should be obtained before making an appellate determination.

In the event that the Title IX Coordinator determines that the decision of the Hearing Panel should be overturned or that additional hearings should occur or additional evidence should be obtained, the Coordinator will specify the appropriate steps to be taken to come to a final resolution of the complaint (which may or may not include an additional hearing or set of hearings before a different hearing panel). The Title IX Coordinator will notify the Complainant and the Respondent concurrently of the decision or action.

Appeals of Sanctions. The sanctions imposed on the Respondent may be appealed on grounds that the severity of the sanction imposed is incommensurate to the gravity of the sexual misconduct for which the Respondent was found responsible. Appeals must be made in writing to the Title IX Coordinator. The Title IX Coordinator will inform the other party (i.e., the Complainant or the Respondent) of the filing of the appeal.

The Title IX Coordinator will make a determination (a) that the decision of the Hearing Panel should stand, (b) that the decision of the Hearing Panel should be overturned, or (c) that

additional hearings should occur or evidence should be obtained before making an appellate determination.

Academic Transcript Notations:

As required by the Code of Virginia for students, the Title IX Coordinator will notify the Registrar to include a notation on the academic transcript of each student who has been (1) suspended for, (2) has been expelled (permanently dismissed) for, or (3) withdraws from the College during an investigation for an offense involving Title IX. March 2019

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 by clicking [here](#).

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 their 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 their 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 they received the written decision from their Department Head to appeal that decision to the appropriate Senior Staff. The employee must submit their case in writing to their 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 they received the written decision from their 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 & Vaping Policy*

It is the goal of Randolph College to provide a safe learning and working environment for faculty, staff and students. Smoking and vaping are not permitted inside any college facility and 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 and vaping are 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 Conduct Hearing Officer; violations of the Smoking Policy by staff or faculty will be adjudicated by the Director of Human Resources or the Vice President for Academic Affairs.

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.

*Student Residence Halls and Living Spaces Access Policy**

The safety and security of the students at Randolph College is a top priority. In order to help achieve the highest level of campus safety, faculty, staff, and contract employees of Randolph College are prohibited from being in student residence halls, except as necessitated by the scope of the employee's work on official college business: campus tour, cleaning or maintenance, scheduled community programming through the Dean of Students Office, or in case of an emergency. An exception to this policy is made on move-in and move-out days.

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 in the Business Office within 15 days of the date of the itemized statement. Make checks payable to Randolph College.

*Travel Expenses**

Certain travel expenses such as transportation, lodging, and meals while traveling on College business will be reimbursed by the College. Faculty and staff are encouraged to use the most economical methods for transportation and lodging. Questions regarding acceptable and reimbursable expenses should be directed to your immediate supervisor or the Controller. All expenses should be submitted on the *Travel and Expenses Reimbursement Form* with actual receipts attached. There may be certain situations that an advance be necessary prior to the travel, if so, contact the Business Office.

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. 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 and job related equipment are not returned, the cost of the uniforms and equipment replacement 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 RAD Center. Randolph College can continue to be a productive learning and working environment if everyone cooperates with this practice.

*Vehicle Policy**

MOTOR VEHICLES:

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. The College asks for safety purposes that employees pull over in a safe location/area to dial, talk, or text on any cell phone. 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. 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.

GOLF CART AND UTILITY VEHICLES:

Any faculty, staff, or student wishing to operate a golf cart and/or utility vehicle should refer to the Golf Cart and Utility Vehicle Operation Policy located at the Human Resources website by clicking [here](#). The policy is in place to ensure the safe operation of golf carts and utility vehicles at Randolph College, to make all operators aware of the hazards that exist and to prevent damage or injury that may occur while operating such vehicles.

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. 8346) 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 Director of Finance and Budget (Ext. 8135) is available to answer questions related to this policy. The Director of Finance and Budget's office is located in the Business Office in the Main Hall building. If the Director of Finance and Budget cannot answer a question(s), the Director 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 they have 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.

Workplace Violence*

Randolph College is committed to ensuring safety and security in the workplace for faculty, staff members, students, visitors, and other individuals while on campus. The Director of Campus Safety and the Director of Human Resources provide quarterly sessions on preventing workplace

violence. These sessions are open to faculty, staff, contract employees working on campus, and students. Available sessions will be posted on the portal.

We have adopted the following guidelines to deal with threats, intimidation, bullying, cyber bullying, and actual acts of violence that may occur on campus or off campus during a work related activity.

All faculty and staff have a responsibility to report any perceived indirect or direct threat to a supervisor, security personnel, or Human Resources.

Violent or threatening behavior can include: physical acts, oral or written statements, harassing e-mail messages or telephone calls, vandalism, physical gestures, and behaviors such as stalking or shoving. All of these may be viewed as unlawful and could require involvement of local, state, or federal enforcement agencies.

Individuals who engage in violent behavior may be removed from campus and may be subject to disciplinary action including termination, arrest and/or criminal prosecution. An employee may be required to attend an employee assistance program for assessment and counseling as a condition of employment.

Randolph College will promptly and thoroughly investigate all reports of threats of violence in a timely fashion. When raising a concern, individuals should provide specific and detailed information about the threat, including dates and times of the threatening behavior. Faculty members are encouraged to bring their concerns to the attention of the VP for Academic Affairs, and staff members to their supervisor or the Director of Human Resources, before the situation can escalate. Individuals are expected to refrain from fighting, "horseplay," or other acts that could pose danger to someone. Employees will not be disciplined for expressing a concern in good faith.

Randolph College is committed to supporting victims of violent acts by offering Employee Assistance and other community resources. If a student, faculty, or staff member has a victim protective order, a no contact order, or restraining order they are encouraged to share a copy of the order with the Director of Campus Safety and the immediate supervisor.

If there is an immediate threat of violent behavior, call 911. Once you are safe, contact your supervisor and notify the Director of Campus Safety of the situation.

Campus Safety

Randolph College is committed to providing a safe and secure learning and working environment for students, faculty, staff, and visitors. The Department of Campus Safety strives to provide the highest degree of services to our community around the clock.

*Campus Alerts**

The Randolph College Emergency Notification System will be activated to transmit critical information to a large segment of our campus as quickly as possible. This will be accomplished by determining the appropriate method of notification as follows:

- Campus mass email ALERT
- *Randolph Alerts* text ALERT (*Randolph Alerts* - must be a subscriber to this service)
- Computer desktop ALERT
- Campus telephone voicemail ALERT
- Siren ALERT

This is not necessarily the order of activation. Refer to the Critical Incident Management Plan for more detailed information by clicking [here](#).

*Campus Safety And Security – Right to know**

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

- Crime prevention advice;
- Card access, key control, and physical security;
- 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 be accessed through the annual security and fire safety report. Click [here](#).

A paper copy of the Annual Security and Fire Safety Report, and Campus Crime Logs are available at the Reception & Information Desk, located in Main Hall, for review during the hours of 8 am-4 pm Monday through Friday.

For more information click [here](#).

*Child Abuse and Neglect**

As of July 1, 2012, Virginia law requires all Randolph College employees (including student employees) eighteen years of age or older report any suspected child abuse or neglect in which they become aware of in conjunction with College activities or camps, whether the abuse or neglect is believed to have occurred on or off campus.

Child abuse or neglect definition:

Per the Virginia statute, child abuse and neglect means, physical or emotional abuse, sexual abuse/exploitation, or abandonment by a child's parent, guardian, or legal custodian. For additional information see code of Virginia 16.1-228, defining the abuser or neglected child. The definition of child is "any person less than 18 years of age."

Reporting process:

The employee must report the suspected child abuse/neglect to the Director of Campus Safety at Ext. 8000, who will then report to the Virginia Department of Social Services.

Department of Campus Safety 434-947-8000

- Director of Campus Safety
Kris Irwin kirwin@randolphcollege.edu 434-947-8144
- Associate Director of Campus Safety
Angela Greene agreene@randolphcollege.edu 434-485-8077

If an employee is unable to reach the Director or Assistant Director of Campus Safety, they may report directly to Social Services (see numbers below) *and then later report the same information to the Director of Campus Safety.*

- Virginia Department of Social Services child abuse/neglect hotline 800-552-7096
- Lynchburg Department of Social Services 434-455-5850
- Hearing Impaired at 800-828-1120

All reporting should be done as soon as possible, but no longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect has occurred. The Department of Campus Safety will keep a record of any such reports, including the name of the person reporting, the date and time of the report, and the date and time of the report is filed with the Department of Social Services.

IMMUNITY FOR GOOD FAITH REPORTING:

Any individual who makes a good faith report of suspected child abuse or neglect will avoid criminal or civil liability.

College Closings, Delays, & Inclement Weather Policy*

Randolph College is a residential college. 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 Vice President for Academic Affairs and Dean of the College and the employee is not required to maintain essential services.

All employees are advised to use good judgment regarding weather conditions. Personal safety must come first.

PROCESS:

1. Discussions to delay or close the College may be initiated by the any of the following:
VP for Student Affairs and Dean of Students (lead)
VP for Academic Affairs and Dean of the College,
VP for Finance and Administration,
Special Assistant to the President, or
Director of Campus Safety.

If a consensus is reached that it is in the best interest of the Institution to close or delay opening, final approval must be made by the College President or their designee by 6:00 a.m.

2. The Director of Campus Safety or the Director of College Relations will email the entire community with information pertaining to the decision.
3. The VP for Student Affairs and Dean of Students in collaboration with the Director of Campus Safety, and the Director of College Relations will decide whether or not to use *Randolph Alerts*. College Relations or a designee will immediately initiate procedures to disseminate the information to the community in all the pre-determined venues depending upon nature. Ex. News outlets (television and radio), *Randolph Alerts* (if requested), web announcements (portal, home page), voicemail broadcast.
4. The Director of Campus Safety will inform the communications operator of the decision so that they will be prepared to answer or forward incoming calls with accurate information.

If the College is declared closed, this day (or portion of day) will not be considered a vacation day but as "other leave hours."

ESSENTIAL EMPLOYEES:

Employees who provide essential services are required to work even on a declared closed day. Essential personnel include all Buildings and Grounds employees (except the Campus Scheduler and Office Manager), all Campus Safety personnel, food service workers if classes are in session (enforced by contractor), and residence hall staff. Employees who do work on a declared closed day will receive regular pay for the actual hours worked during the closing, and if any hours exceed 40 hours in a workweek, the hourly employees will receive overtime pay per the Fair

Labor Standards Act. In addition, any essential employee will earn an additional hour of paid time off at a later date for every hour worked up to eight hours per day. It is the responsibility of the supervisor or director to keep up with who earns time off and how much. This time must be approved by your supervisor in advance.

Note: Non-Essential Employees may become Essential Employees and vice versa, depending upon the nature of the closing. The employee must be notified prior to the start of a workday by a supervisor/director if their status changes from non-essential to essential.

PUBLICIZED:

Television - WSET Channel 13, WSLS Channel 10, and WDBJ Channel 7 and various local radio stations.

When the College has NOT been declared closed but an individual employee determines they cannot come to work, that employee should contact their 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 who are on scheduled vacation should record the time as such when the College is declared closed.

*Emergency Procedures**

In the event of an emergency, please call the College's Reception & Information Desk at Ext. 0 or 434-947-8000 or from a campus extension 911.

Evacuation Information:

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purse, wallet, cell phone, etc).
- Use the nearest exit or, if it is blocked, an alternate exit.
- Do not use elevators!
- Assist persons with disabilities or special needs.
- Account for all individuals.
- Move a safe distance away from buildings.

Shelter in Place: You may be safer where you are.

- Stay quiet and calm.
- Pay attention to your surroundings.
- Follow directions from authorities.
- Seek information from campus media sources.

Fire:

- Activate the nearest fire alarm and evacuate the building.

- Call 911 and do not re-enter the building until authorized by emergency personnel.

Violent Incident:

- If you know the location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call Campus Safety at 434-947-8000, Ext. 0, or dial 911.

If it is unsafe to escape:

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from the door.
- Call Campus Safety at 434-947-8000, Ext. 0, or dial 911.
- Minimize noise that may draw attention to your location. Turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities, do not challenge law enforcement.

Suspicious Person:

- Do not let anyone into a locked building/office or “tailgate” into the building behind you.
- Do not contact the person or block the person’s exit.
- Call Campus Safety at 434-947-8000, Ext. 0, or dial 911 and provide as much information as possible.

Suspicious Object:

- Do not touch or disturb object.
- Call Campus Safety at 434-947-8000, Ext. 0, or dial 911.
- Be prepared to evacuate.

Tornado:

TORNADO WATCH means conditions are right for tornados and to remain alert to weather conditions.

TORNADO WARNING means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of the tornado.

- Go to an internal, lowest area of safety: hallways or basement away from windows and glass.
- Do not use elevators during a tornado warning. Persons with mobility concerns should go to a safe place at the time of a tornado watch. Do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan if needed.

Explosion:

- Evacuate the building as quickly and calmly as possible.
- Call 911.
- If items are falling, get under a sturdy table or desk.
- If fire is present, stay low to the floor and exit the building as quickly as possible.
- If trapped in debris, tap on a pipe or wall to alert rescuers.
- Help others exit the building and move to designated evacuation areas.
- Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.

Infrastructure Failure:

- In case of water, power, heat, or cooling outages call Buildings & Grounds at 434-947-8109.
- In case of internal telephone systems outage, use cell to call the Reception & Information Desk at 434-947-8000 or Ext. 0.
- In case of a critical incident relating to computer systems call the IT Help Desk at Ext. 4005 or Ext. 8103.
- If it is after hours contact the Reception & Information Desk at 434-947-8000 or Ext. 0.

Hazardous Materials Release:

For major spills:

- Call 911.
- Evacuate, assemble at a safe distance and designate someone to communicate with the Fire Department.
- Notify emergency personnel if you have been exposed or have information about the spill.
- All spills should be reported to Campus Safety at 434-947-8000, Ext. 0, or dial 911.

Randolph College has a formal written Critical Incident Management Plan. This is enacted during the time of emergency. To learn more about or to review the plan, visit <http://www.randolphcollege.edu/campussafety>.

ACCIDENT:

If you witness an accident or come upon someone injured:

- Dial the College's Reception & Information Desk at Ext. 0 or at 434-947-8000 or call 911 to reach Lynchburg emergency services. Describe the nature of the injury to the operator and report the precise location.
- Remain in the area to guide Campus Safety or first responders 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/or Human Resources. An Accident/Incident Report will also need to be completed by the employee and forwarded to

Human Resources. For more information refer to Work Related Accident/Incidents by clicking [here](#) or see the Workers Compensation in the Benefits Section of this handbook.

*Firearms, Explosives, and Weapons**

Randolph College is committed to providing a safe and secure learning and working environment for students, faculty, staff, and visitors. The College prohibits the possession, use, and/or storage of firearms, explosives, or weapons of any kind on property owned, leased or otherwise controlled by Randolph College or at any Randolph College-sponsored event. This includes individuals who may legally possess a concealed weapons permit. Weapons include, but are not limited to, handguns, rifles, shotguns, BB guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, paintball guns, slingshots, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and wellbeing of others. (This policy does not apply to law enforcement personnel duly authorized to carry such instruments.)

There are some authorized exceptions to this policy. Faculty, staff, students, and contractors working on campus may possess and use appropriate tools, such as saws, knives, and other items necessary for the performance of their job duties or sanctioned course work or athletics (i.e., archery equipment, starter pistol for track and field, etc.). The Director of Campus Safety must be made aware of such activities.

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as firearms, weapons, or explosives may be removed or confiscated from the possession of anyone on property owned, leased or otherwise controlled by Randolph College or at any Randolph College-sponsored event. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges as provided by Virginia law. Questions regarding this policy should be directed to the Director of Campus Safety at 434-947-8000.

*ID Card/Paw Pass**

The ID Card/Paw Pass is the campus identification card that all faculty and staff should carry. The Paw Pass will allow building access on campus and serve as a library card. It may also be used to make purchases at all food service locations, selected vending machines, and at the Campus Store.

All faculty, staff, and enrolled students will be issued a Paw Pass upon arrival on campus. Unless the card is lost, stolen, or damaged, it will remain active during employment.

If the card is lost or stolen, please report it immediately to the Campus Safety Office or by calling 434-947-8000. Loss of a Paw Pass will result in a \$20 replacement fee. If a Paw Pass is found, please return it to the Reception & Information Desk as soon as possible.

*Key Control**

Issuance of Keys:

Faculty and staff may be issued keys to the office in which they work and to the exterior door to the building in which the office is located. Request for keys must be submitted electronically via the College Portal, under “myLinks, and Key Request Form.” When the request is approved, the key(s) may be picked up at the Reception & Information Desk in Main Hall lobby. The individual to whom the keys are issued to must sign the Key Inventory Card. No one may sign the Key Inventory Card for another person. Keys may not be passed on to another person.

Return of Keys:

Faculty and staff must return all keys issued to them before their final paycheck is released. Keys will be returned to the Reception & Information Desk, where the Communications Supervisor will verify that all issued keys have been returned.

Replacement of Keys:

Inoperable or broken keys will be replaced upon request at no charge if the inoperable/broken key is turned in. Lost keys will be replaced at a cost to the key holder. There will be a \$50 cost for an individual room or office key replacement, refer to the *Key and Lock Control Procedures Policy* located on the Human Resources website.

*Missing Student Notification Policy for Resident Students**

Anytime a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify Campus Safety at 434-947-8000 or call 911 to alert Lynchburg police. Campus Safety will fully cooperate with local police to generate a Missing Person report and initiate an investigation.

All reports of missing persons will be investigated. Within 24 hours of taking an initial Missing Persons report, Campus Safety or Lynchburg police will notify local law enforcement agencies, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor. If the missing student is under the age of 18 and is not an emancipated individual, Campus Safety or an administrator within the Dean of Students office will notify the student’s parent or legal guardian and any other designated contact within 24 hours immediately after an initial investigation has been conducted and determined that the student is missing. If the preliminary investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College’s Dean of Student’s office. Contact information remains confidential and will only

be accessible to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

*Parking Regulations**

Randolph College faculty and staff members must register motor vehicles that will be parked on College grounds or properties at any time with Campus Safety at the beginning of employment. This includes motorcycles, motor bikes, and scooters. If a motor vehicle is replaced, or a new registration/license plate number is obtained at a later time, the employee should notify Campus Safety within three business days of the change. A request to drop or add a vehicle may also be accomplished by following the path noted in the Vehicle Registration section below. A valid Randolph College parking decal must be properly displayed at all times while on campus.

*Pets on Campus**

Randolph is committed to providing a safe and healthy work environment. To help the College accomplish this goal, please do not bring pets to work. It is acceptable to walk a pet on a leash and under control at all times while on campus grounds; however, pets are not to be brought inside campus buildings or outdoor venues, specifically the Dell, WildCat Stadium seating area, field and track, tennis courts, softball complex, and grass playing field. As a reminder, solid pet waste must be picked up and disposed of properly.

The only exception to this policy is the use of service animals or emotional support animals which are approved for residential student living. A service animal refers primarily to dogs that provide assistance to individuals with disabilities in the activities of independent living. Service animals whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification.

*Vehicle Registration**

College employees may register a vehicle and request a free parking decal for no more than two primary vehicles via the on-line registration system. Access is accomplished by logging into the portal under “MyLinks, and completing the Vehicle Registration.” The employee will be notified via email when the decal is assigned and may be retrieved at the Reception & Information Desk in Main Hall lobby. Those who may not have computer access can complete a written vehicle registration request form found at the Reception & Information Desk. Once the completed form is received, the data will be input and a decal prepared for the employee. The employee will be notified through their direct supervisor when the decal is available for pick up.

Compensation

Employee Evaluation Review

The primary purpose of employee evaluations is employee development through a structured process between the supervisor and employee. Performance evaluations will be completed for all employees on an annual basis. It is important that all employees receive feedback regarding good performance, suggestions for improvement, and needed skill development.

Written employee evaluations should be based on overall performance in relation to job duties and responsibilities, attendance record, general conduct, and demeanor.

If you are promoted or transferred to a new department, you will be treated as a new employee and will receive an evaluation 90 days into the new assignment.

There may also be special written performance evaluations conducted by your supervisor at any time to advise you of performance or disciplinary issues.

*Garnishments**

Garnishments, child support orders, and tax levies, if issued, are required by law to be executed. A garnishment is a legal action by a creditor requiring the College to withhold a specified amount from an employee's earnings. A tax levy is a similar action brought by a governmental tax agency to satisfy an employee's tax indebtedness.

The employee is encouraged to try to make arrangements with the creditor or tax agency to make direct payments to satisfy the indebtedness. If you are subject to a child support order, please notify Human Resources immediately and provide a copy of the relevant court order. A court release must be received by the College to discontinue the withholding process.

Disciplinary action, including dismissal, may be taken if the College receives repeated garnishments against an employee.

Overtime

Employees are divided into two categories, exempt and non-exempt, as required by the federal government (Fair Labor Standards Act). All employees will be informed of their category upon initial employment or upon promotion or position change.

NON-EXEMPT (HOURLY PAID) STAFF:

Non-exempt employees earn overtime pay at the premium rate of 1 and 1/2 times the hourly rate for each hour worked in excess of 40 hours per work week.

It is the responsibility of your supervisor to have all overtime approved in advance by the Senior Staff member of the department. Documentation of overtime approval must be submitted with your time sheet before overtime hours will be paid. Unless overtime has been approved, it will not be paid. Overtime will be paid only for hours worked in excess of 40 hours actually worked in a work week, excluding time for holiday, vacation, sick leave or College shutdown or other paid leave. Vacation and sick leave accrual will not be based on overtime hours.

Non-exempt employees who work hours in excess of their 40-hour base work week excluding time for holiday, vacation, and/or sick may take time off in lieu of overtime pay. The time must be at the rate of one hour off for every hour of overtime worked up to 40 hours in a workweek, and at the rate of one and one-half hours off for every hour of overtime worked in excess of 40 hours in a workweek. This time may not be carried forward for future use and may be forfeited if not used during the appropriate time frame.

Non-exempt staff members when traveling to a conference, workshop, or meeting, should count time traveling to and from the location and time spent at the work assignment as time worked. Lunch time is not counted as time worked.

EXEMPT (SALARIED PAID) STAFF:

Exempt employees are exempt from the overtime provisions of the law. Exempt employees do not receive overtime compensation. Exempt employees are expected to work over as needed in order to complete their assignments.

Promotions and Transfers

Randolph College assures equal consideration to all employees with regard to its policies on recruitment, hiring, transfer and promotion, and wishes to promote internal opportunities for advancement where the skills of current employees and job assignments warrant.

Openings will be posted on the Randolph College Human Resources website and the bulletin board outside the Human Resources Office. Openings may also be advertised externally. The Director of Human Resources will review the College's internal workforce at the time a position becomes available in order to ascertain the availability of a current employee for the position. Employees are encouraged to actively seek upward mobility and to grow personally and professionally with the College. Generally, employees must have held their job for at least one year before applying for a transfer. Internal promotions will be permitted without a search.

Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved. Employees who wish to apply for a transfer should discuss the matter first with the Director of Human Resources to determine if the employee's skills fit the requirements of the position in question. If it is determined that the employee has the qualifications for the

position, they must then inform their supervisor that they have expressed an interest in a transfer to another department.

Employees who wish to consult about career possibilities should make an appointment with the Director of Human Resources.

Regular Pay Procedures

Paychecks will be distributed on payday through campus mail; but direct deposit is the preferred method. A Payroll Direct Deposit Authorization form can be obtained from the Human Resource Office or online by clicking [here](#). A voided personal check from the account will be required.

To access the paystub, go to the Randolph College portal and the *Pay & Benefits* tab, click Randolph College *Compensation*. You will need your Randolph College user name and password.

NON-EXEMPT (HOURLY PAID) STAFF:

Employees are paid biweekly on Friday for work performed during the previous two-week period. It is the responsibility of the staff member to submit time records by 10:00 a.m. on the Monday of the week checks are to be issued. *Failure to meet this deadline could result in no paycheck being processed for that pay period, and delay the paycheck until the next pay period.*

Every precaution is taken to avoid paycheck errors. If an error does occur, you are responsible for reporting it to your supervisor. Your supervisor will obtain the correct information for you and, if an error is found, the adjustment will be made on the next payday.

EXEMPT (SALARIED) STAFF & FACULTY EXEMPT: *

Exempt employees are paid on the 25th of each month. Paychecks will be issued on the last work day before the 25th if the 25th falls on a weekend or a holiday.

Please review your paycheck for errors. If you find a mistake, report it to Human Resources immediately.

PART-TIME FACULTY & ADJUNCTS:

Part-time faculty members will be paid five times each semester on the 25th of the month, August through December for the first semester and January through May for the second semester. Part-time faculty will be paid each semester based on that semester's course load. Faculty with uneven course loads during the year (more or fewer courses in a particular semester) will be paid as the courses are taught--not equally over the entire year.

*Salary Deductions**

Statutory Deductions:

The College is required by law to make certain withholdings from your paycheck. Salary withholdings will be made for:

1. Federal Withholding Tax
2. State Withholding Tax
3. Social Security & Medicare

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources Office.

Voluntary Deductions:

Additional deductions may be made for various employee benefit programs if you elect participation. These include Group Health Insurance, Dental, Supplemental Group Life Insurance, Supplemental Accidental Death and Dismemberment Insurance coverage, tax deferred annuity (GSRA), and Flexible Benefits Plan (medical, dental, child care and premium conversion for health insurance coverage). Additional deductions may be made for United Way, the College's Annual Fund, etc.

Any change in a voluntary deduction must be submitted in writing to the Human Resources Office.

Salary Notification

The present practice of the College is generally to review an employee's rate of pay during late fall. Salary increases are not automatic and may be granted at the College's discretion. Each employee will usually be notified during the month prior to the effective date of the results of their salary review. Total compensation at the College not only consists of the salary but also the various benefits received.

Time Records

The Fair Labor Standards Act regulations are very strict about the recording of the true number of hours an employee works. It is the responsibility of the employee to keep accurate records. The College will rely upon representations on timecards and hourly timesheets on the portal about hours worked. If any person should ever suggest that you record on a time card any period of time different from what you actually work, report that to Human Resources.

NON-EXEMPT (HOURLY PAID) STAFF:

Employees who use a time clock should “clock in” no more than five minutes prior to the starting time of their work shift, and “clock out” within five minutes of their shift end. The only exception is if the employee has been authorized for overtime. If an employee leaves the College premises on other than College business, the employee is required to clock out. Under no circumstances is an employee allowed to clock in or out for another employee, as this may be grounds for termination.

Employees completing time sheets must turn in their time sheets to their immediate supervisor for approval. Time sheets must be submitted by 10:00 a.m. on the Monday following the closing of the pay period. Employees completing time sheet records should ensure the same accuracy as if a time clock was used.

EXEMPT (SALARIED) STAFF:

Exempt employees are required to complete an electronic time record at the end of each month. This record should reflect any vacation, holidays, sick days or other approved leave during the month. It is expected that the Salaried Electronic Timesheet will be completed immediately upon the completion of the month and submitted to the employee’s immediate supervisor for approval. Salaried Electronic Timesheets are retained electronically for reference with the ability to be viewed at anytime with the employee’s individual log-on, and they are backed up by the Information Technology Department.

Work Week

The normal work week begins Sunday at 12:01 a.m. and ends at 12:00 a.m. the following Saturday.

Benefits

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 staff 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 or domestic partner, child
- 3 days - guardian, brother, sister, grandparent, parent-in-law, domestic partner-in-law, grandchild

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. Evidence of a death and the employee's relationship to the deceased may be required.

*Campus Store**

The Campus Store is managed by the College and is located in West Hall. The store features a faculty/staff/alumnae(i) author section, office supplies, dorm supplies, and snacks. The traditional line of insignia items and collegiate clothing are available as well. Textbooks are available online.

Employees may take advantage of a 10% discount on most purchases, excluding textbooks. Departments can also make charges, which are invoiced and due within 30 days. Departments receive a 20% discount on most purchases, excluding textbooks.

*Dental Insurance**

The College offers two dental plans for employees and dependents. Full-time and part-time faculty and staff who work a minimum of 1365 hours annually are eligible for enrollment in the College's dental plan upon the first day of employment. Dental 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 Resources Office in order to complete the necessary enrollment form. In addition, it is the responsibility of employees 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.

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, and etc. Trained mental health professionals will provide guidance and provide initial consultation at no cost.

Randolph College has retained All Points EAP & Organizational Services (formerly 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.

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 eligible 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. This policy applies to all faculty and staff employees, subject to the below eligibility requirements.

Eligibility:

In order to qualify for the FMLA benefit, the employee must have been employed by the College:

- for at least 12 months;
- for at least 1250 hours during the 12 month period immediately preceding commencement of the leave; and
- at a worksite (a) with 50 or more employees; or (b) where 50 or more employees of the College work within a 75-mile radius of the worksite.

Leave Entitlement:

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

- 1) for the birth of the employee's 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 (but not in-law) with a serious health condition;
- 4) because of a serious health condition that makes the employee unable to perform one or more essential 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 (not in-law) is on active duty or called to active duty in support of a contingency operation; and/or
- 6) because you are the spouse, son or daughter, parent (not in-law), 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 (sick and/or vacation) 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 their 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.

Covered Service Member Care Leave Entitlement:

The College will grant eligible employees up to 26 weeks of unpaid leave in a single 12-month period if they are the spouse, son, daughter, parent (not in-law), or next of kin (as defined in the FMLA regulations) who is the primary caregiver for a covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty while on active duty and has been rendered medically unfit to perform their duties.

This leave may be used only in one single 12-month period beginning on the date the employee takes FMLA to care for the covered service member. Any remaining part of the 26 weeks is forfeited if not used in that 12-month period.

Computing the 12-week period:

Employees may not take more than 12 workweeks 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 or foster care must be completed within one year of the birth or placement.

If spouses both work for the College, they together are entitled to a combined total of 12 workweeks of FMLA leave within the designated 12-month period, 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 (sick and/or vacation) 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. Faculty members on leave under FMLA are paid in accordance with the Faculty Handbook. The substitution of paid leave for unpaid leave does not extend the 12 workweek leave period.

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 30 days in advance or on such shorter notice as is practicable (i.e. within 1 or 2 business days after learning of the need for the leave) to the supervisor and Human Resources. 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 they 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 their 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.

When leave is taken to care for a family member, the College may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

Every 30 days as leave continues, the College may, in its discretion, require recertification of any medical necessity for leave and/or the employee's intent to return to work. The College may 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.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

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. Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday. 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 takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as to not unduly disrupt the College's operations. 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 their doctor in order to qualify.

Benefits during leave:

During family 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 their 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.

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 leave, an employee will generally be reinstated to the same or an equivalent job with the same pay, benefits, and 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.

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 their 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, one 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, they then submit appropriate documentation to Human Resources for reimbursement.

Any unused balances greater than \$500 remaining in an employee's FSA account at the end of the plan year will be forfeited or any unused balance at termination of employment is forfeited. Reimbursement requests for medical expenses incurred prior to the date of termination may be submitted during the plan year for reimbursement. 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.

*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 faculty and staff who work a minimum of 1365 hours annually or average 30 hours per week annually per the Affordable Care Act 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. Federal law allows children to stay on their parents or guardians plan until their 26th birthday. 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.

As a part of the health care reform law beginning in 2014, there is an additional way to attain Health Insurance in the marketplace. This marketplace is referred to as a Health Insurance Marketplace, or an Exchange. A link to the Health Insurance Marketplace options is available on the Randolph College benefits page. All new employees are provided with the Health Insurance Marketplace Coverage options notice. If you would like an additional copy, contact Human Resources.

Holiday and President Days Observed

Randolph College observes 11 holidays, and 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 that 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. New Year's Day, Memorial Day, Independence Day, and Thanksgiving are observed during the year. 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.

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.

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.

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.

A holiday schedule will be published and distributed each year in May for the following fiscal year. A copy of the observed holidays is located on the Human Resources website.

*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 the normal salary for jury service. Should an employee be compensated by the court at more than the full wages for the period of jury duty, they will be entitled to the difference between the court payment and the 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 the 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 their 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 their 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 their supervisor/manager they are not returning, whichever is earlier.

*Life Insurance and Accidental Death & Dismemberment**

The College provides all full-time faculty and staff with \$50,000 term life insurance 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.

*Meals At The College**

Dining Hall:

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.

Skeller:

Located in the Student Center offers a variety of menu items, including hamburgers, sandwiches, salads, snacks, and gourmet coffee, fresh market smoothies, and bakery items. See College Portal for hours of operation.

*Nursery School Scholarship**

The child of a full-time employee is eligible to receive a 10% discount 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 December for the following school term. Contact the Nursery School for further information about this benefit at Ext. 8787.

*Retirement Plan – Defined Contribution**

Employees age 26 and older and on the College’s payroll are eligible to participate in the College’s Defined Contribution portion of 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 Resources Office upon qualification for participation in the Retirement Plan. A summary of the Retirement Plan is available in the Human Resources Office or on the Human Resources website.

*Retirement Plan - 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 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.

The College offers a Roth attachment to the 403(b) tax-deferred annuity. This product allows participants to contribute after-tax dollars using 403(b) limits. A summary of the Retirement Plan including the TDA portion will be provided to eligible employees and are available in Human Resources or on the Human Resources website.

*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 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.

SUMMER ONLINE COURSES:

Beginning summer of 2018, the College decided to include the summer online courses as a part of the Tuition Benefit Program for employees and dependents. The College will limit this benefit to one on-line course offering for employees and dependents per summer (not including any fees or books), with it not going against the employee dependent maximum of eight semesters benefit total. This course benefit would only be available if the courses have sufficient paid enrollment to cover preparation and instructional costs, exclusive of employees or dependents taking the course.

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 their 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 by clicking [here](#) 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 or email to the Director of Human Resources acknowledging that they 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 Financial Aid, 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 Financial Aid, 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 employees. Both the Council of Independent Colleges (CIC) and the Tuition Exchange programs are sponsored by consortiums of colleges and universities that allow dependents of employees to be educated at member institutions at substantial discounts up to 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 by clicking [here](#) and [here](#). If you are interested in pursuing this benefit contact Human Resources.

Faculty members should see the Faculty Handbook for additional information.

*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.

*Use Of Facilities And College-Sponsored Programs**

All employees of the College and their immediate families are encouraged to use the College facilities during posted hours, provided their use does not conflict with other regularly scheduled program use. This includes facilities such as the library, tennis courts, track, and the Athletic and Dance Center. 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. **(Those employees who use college athletic facilities for personal use are doing so at their own risk.)**

Randolph College has always been committed to excellence in the liberal education. 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, click [here](#).

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 back files bound, on microforms, or online. Hours of operation vary throughout the year. Check the Library website for the current hours by clicking [here](#).

ATHLETIC AND RECREATION FACILITIES & EVENTS

Randolph College features many athletic and recreational facilities that are open to community members (current employees and students) of the College. The recently renovated Michels Athletic Center (MAC) features a five-lane pool, a weight room, and an aerobics/multi-purpose room. In addition, the gymnasium features an NCAA regulation-size basketball and volleyball court with elevated seating. The Student Center offers many amenities including an entertainment center featuring electronic gaming, billiards, ping-pong and foosball as well as a two-story cardio fitness center and yoga studio.

The MAC is open daily during the academic year and weekdays during the summer months. MAC “open hours” are posted and specific space schedules are posted at each location monthly. Physical education classes and intercollegiate athletics practices and competitions have scheduling priority. Open swims require the presence of a certified lifeguard. A College ID (Paw Pass) is required for entry. Use of the facility during non-scheduled hours is prohibited.

The Student Center is open when the College is “open”, unless reserved for special events.

Employees, their dependent children and spouses or partners may use the MAC facilities during “open hours” and the Student Center fitness areas when the College is open. Dependent children must be accompanied by their parent or legal guardian.

Students, individuals 18 years of age and older, or otherwise approved by the Director of Athletics, may use the MAC weight room.

Students and employees may bring one guest and must accompany their guest at all times, in the MAC and Student Center fitness areas.

Daily visitor passes are available at the Reception and Information desk in Main Hall.

Outdoor facilities include the softball complex, eight hard-surface tennis courts and WildCat Stadium, which features an artificial turf field surrounded by an eight-lane, all-weather track. These facilities are available during daylight hours and only when official classes, practices and competitions are not scheduled.

All faculty and staff will be admitted free of charge to all regular season home events.

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 members of 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. Regular staff working a minimum of 1000 hours annually, but less than 2080 hours annually will earn/accrue vacation hours in an equivalent ration to their percentage of time service. Temporary employees, including student assistants, do not earn/accrue vacation time.

Part-time staff working 800 to 999 hours annually hired prior to January 1, 2013, will still accrue vacation based on the vacation table at their time of hire. See Human Resources for table.

Full-Time Employee Vacation Accrual Schedule

Non-exempt Employees:

- Less than 5 years of service earns **8** hours per month equals **12** days per year
- 5-9 years of service earns **10** hours per month equals **15** days per year
- 10-14 years of service earns **12** hours per month equals **18** days per year
- 15 or more years of service earns **13.34** hours per month equals **20** days per year

Exempt Employees:

- Less than 5 years of service earns **10** hours per month equals **15** days per year
- After 5 years of service earns **13.34** hours per month equals **20** days per year

Staff employees are allowed to carry over 10 vacation days (equivalent to their normal work schedule) 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 therefore, we encourage all employees to utilize their vacation in the year earned. Employees are allowed to take only 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.

Pay for the first seven calendar days of absence from work following a Worker's Compensation injury are not covered by worker's compensation benefits. Employees may use accrued illness or vacation time to cover the absence.

Disability

From time to time, it may be necessary for an employee to be away from work due to sickness or serious disability. Depending on the circumstances, the College may offer some financial means to make this possible. Contact Human Resources with any questions that you may have or any requests for needed forms.

Sick Leave

Full-time employees accrue nine days per year earned on a monthly basis. Regular staff working a minimum of 1000 hours annually, but less than 2080 hours annually will earn/accrue sick leave hours in an equivalent ratio to their percentage of service time. Temporary employees, including student assistants do not earn/accrue sick leave.

Part-time staff working 800 to 999 hours annually hired prior to January 1, 2013, will still accrue sick leave based on the sick leave table at their time of hire. See Human Resources for table.

Accrual begins the first month of employment if the start date is on or before the 15th of the month; however, employees are not eligible to take sick pay until after successful completion of their adjustment period. Employees may accumulate up to a maximum of 30 days. Employees are not paid accrued sick leave upon termination.

For the purpose of accruing sick leave time, a “day” refers to an average day according to the employee’s normal schedule. A “day” equals the total number of hours they regularly work per week divided by five days. One “day” shall not exceed eight hours.

Employees may be required to provide a physician’s statement verifying their illness or appointments. The medical certification should provide clearance for the employee to return to their normal work.

All full-time employees working 40 hours per week 12 months out of the year, will accrue nine (9) sick days or six (6) hours of sick leave per month.

It is the employee’s responsibility to call and inform their supervisor at the start of the day of their inability to be at work due to illness. The supervisor must be called each day that the employee is on sick leave.

Personal Day Leave Program: An employee, after completion of one year of employment, may participate in the Personal Day Leave Program the following fiscal year. An employee who used no sick leave during a fiscal year is entitled to one day of personal leave in the following fiscal year as a personal day. This day will not be counted as a sick day or a vacation day. A Personal Day may not be carried forward to the next fiscal year.

Employees are encouraged to use sick leave with discretion and to build an accumulation of sick leave for emergency use.

An employee is expected to return from sick leave as soon as they are able to perform their job. If the employee does not return to work when able and has not requested and received approval for other leave, their employment will be considered terminated.

Short Term Disability

The purpose of this benefit is to provide Short Term Disability to eligible staff members during periods of prolonged incapacity that qualify under the Family Medical Leave Act (FMLA). This benefit will run concurrently with the FMLA (see FMLA benefit).

Full-time staff employees who are unable to work because of illness or injury not covered by workers' compensation may become eligible for coverage under the Randolph College Short-Term Disability (STD) Plan beginning January 1 or July 1 following the first year anniversary of employment. Employees receiving workers' compensation benefits are not entitled to STD benefits for the same condition.

Staff members are eligible for payments **beginning on the 31st workday of disability or the date on which all paid leave has been exhausted, whichever is later.** STD may continue up to a maximum of 132 workdays. *STD benefits are equal to 70% of the employee's regular base earnings*, up to a maximum amount. STD benefits are contingent, not accrued, so these amounts are subject to change at any time. The College reserves the right to end the plan at any time.

In order to receive this STD benefit, the staff member may be required to provide certification by a medical doctor. (The medical doctor must be independent practitioner, not related to the staff member.) Under no circumstances will STD payments be provided without appropriate certification of an FMLA qualifying event.

During the period of incapacity, the College may require recertification of the health condition on a monthly basis. The College reserves the right to request a second opinion from an independent physician of its choice. In the event that there is not a concurrence on the part of the independent medical doctor, the College may request a third opinion or accept the second opinion. If the College requests a third opinion, at the College's expense, that doctor's opinion will be binding. Failure to comply with seeing the independent physician will result in termination of the Short Term Disability.

STD payments are subject to federal and state taxes. Pay on this plan will be reported on the W-2 form.

If the incapacitation is the fault of a third party, reimbursement to the College may be sought. The staff member will also be required to sign a reimbursement agreement before the College will begin making any payments.

Short-Term Disability coverage ends when you terminate your employment with or retire from the College or if the College decides to end the plan, in which case coverage would end on the date the plan ends.

Group Long Term Disability*

Full-time employees who are unable to work because of illness or injury not covered by workers' compensation may become eligible for coverage through the College's LTD carrier beginning January 1 or July 1 following the first year anniversary of employment.

There is a six-month continuous disability elimination period. Generally, following this elimination period, upon completion of the Long Term Disability carrier application and with the approval of the carrier, Long Term Disability will start the first day of the month that all sick and/or vacation leave have been exhausted. Duration will be based on the person's age on the day the disability starts. "Retirement age" refers to the Social Security Normal Retirement Age as stated in the 1983 revision of the United States Social Security Act. For more about this benefit, see Human Resources for a copy of the Summary Plan Description.

If approved, this benefit will provide employees with a ***monthly income of 60% of Employee's monthly base pay*** not to exceed \$9,000 per month, less the sum of the Benefits from Other Sources.

In addition, this benefit provides ***a monthly Annuity Premium Benefit*** for retirement plan participants. This monthly income benefit usually equals 10% of one's monthly base wage with some restrictions.

The plan also pays a ***Survivor Income Benefit***. If an employee dies after being disabled for at least 12 months, the plan will pay the last Monthly Income Benefit they received, multiplied by three, to surviving spouse or estate.

No benefits will be payable if the Disability is caused or contributed to by: self inflicted injury, war, or pre-existing condition, etc.

Long Term Disability payments are not subject to federal and state taxes. Pay on this plan will be reported to Randolph College, who will issue a W-2 to the person on LTD.

Long Term Disability coverage ends when you terminate your employment with or retire from the College.

Details of this plan and how to apply are in the Summary Plan Description, and it can be obtained by contacting the Human Resources Office.

Leaving the College

Randolph College hopes that all employees will have a rewarding and productive career, but it must be recognized that situations arise which may cause the voluntary or involuntary termination of an individual's employment.

Termination of employment may occur through voluntary resignation, through dismissal, or through retirement.

Resignation*

When an employee decides to leave for any reason, their supervisor and/or the Director of Human Resources or the Dean of the College (for faculty) would like the opportunity to discuss the resignation before final action is taken to consider whether another alternative is possible and preferable. If after full consideration the employee still decides to leave, the College expects that a non-exempt staff employee (hourly compensated) will provide a minimum two-weeks written advance notice, and an exempt staff employee (monthly compensated) will provide a minimum 30-days written advance notice. Employees may take up to two vacation days during their minimum notice period.

Once an official resignation has been accepted by the supervisor, sick leave and vacation accrual will stop. In addition, no paid sick leave or vacation leave, or compensatory time will be granted during the notice period. The College does not pay out unused earned sick or vacation leave.

Dismissals for Staff

Every employee has the status of "employee-at-will." This means that both the employee and the College are legally free to terminate the employment at any time and for any reason, with or without prior notice, except as prohibited by applicable law. No supervisor or other representative of the College has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Examples of reasons for dismissal include but are not limited to:

1. Misconduct
2. Unsatisfactory job performance or poor attendance
3. Fiscal and program considerations
4. Elimination of a position or reorganization of a department

IMMEDIATE DISMISSALS - MISCONDUCT

Any employee whose conduct, actions or performance violates or conflicts with any Randolph College policy or policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty

- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of College records (including but not limited to employment application)
- Willful or inexcusable negligent acts
- Insubordination
- Fighting or serious breach of acceptable behavior
- Violation of the Drug-Free Workplace Policy
- Absence from work for three consecutive working days without notification to your supervisor
- Theft
- Violation of the College's Conflict of Interest Policy and/or Confidentiality Policy

This list is not exhaustive.

In the event of dismissal for misconduct, all benefits end immediately. COBRA may not be available to anyone dismissed from Randolph College for gross misconduct.

DISMISSALS - OTHER THAN IMMEDIATE TERMINATION

All employees are expected to meet Randolph College's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the College's policies and procedures.

If an employee does not meet these standards, the College may, under appropriate circumstances, take corrective action, up to and including dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the College's policies and procedures and/or disciplinary problems.

In those instances where serious performance deficiencies exist such that continuation of this poor performance would result in discharge, your supervisor may use the following "WARNING" procedure (while it is considered that an informal meeting to discuss a problem will have a positive effect, a supervisor may take the option of officially documenting the performance deficiency in writing):

1. Verbal Warning
A private explanation and discussion of the performance deficiency (E.g. poor attendance, excessive tardiness, unsatisfactory performance, disruptive working relationships, etc.), including how this deficiency is to be rectified and indication of time by which deficiency must be rectified.
2. Written Warning

This second warning will include the same elements as the verbal warning but will be in writing and given to the employee with a copy to the Human Resources Office. The written warning should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs.

3. Final Warning
A notice of termination unless the deficiency is immediately rectified. This will also be in writing and signed by the employee with a copy to the Human Resources Office.
4. Termination

Exit Interview

Human Resources will schedule an exit interview with the terminating employee sometime during the employee's last week of employment. The purpose of this interview is to ensure that College property, such as keys, uniforms, cell phones, etc., have been turned over to the supervisor or a plan is in place to do so and to discuss the termination of fringe benefits.

*Benefits**

College fringe benefits, such as life insurance, short and long term disability benefits, and pension benefits end as of your last day of employment. Health and dental insurance will remain in effect until the end of the month in which the employee is terminating.

*COBRA**

IMPORTANT INFORMATION **ABOUT YOUR COBRA CONTINUATION COVERAGE RIGHTS**

What is continuation coverage?

Federal law requires that most group health plans (including the College's group health plans) give employees and their families the opportunity to continue their health care coverage when there is a "qualifying event" that would result in a loss of coverage under an employer's plan. Depending on the type of qualifying event, "qualified beneficiaries" can include the employee (or retired employee) covered under the group health plan, the covered employee's spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries under the Plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries under the Plan, including open enrollment and special enrollment rights.

How long will continuation coverage last?

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued only for up to a total of 18 months. In the case of losses of coverage due to an employee's death, divorce or legal separation, the employee's becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee becomes entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement.

Continuation coverage will be terminated before the end of the maximum period if:

- any required premium is not paid in full on time,
- a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition on the qualified beneficiary,
- a qualified beneficiary becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage, or
- the College ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

How can you extend the length of COBRA continuation coverage?

If you elect continuation coverage, an extension of the maximum period of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. You must notify the College's Director of Human Resources of a disability or a second qualifying event in order to extend the period of continuation coverage. Failure to provide notice of a disability or second qualifying event may affect the right to extend the period of continuation coverage.

Disability

An 11-month extension of coverage may be available if any qualified beneficiary is determined by the Social Security Administration (SSA) to be disabled. The disability has to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. The disabled qualified beneficiary, or their authorized representative, must notify the College's Director of Human Resources before the end of the initial 18-month period of continuation coverage and provide verification of SSA's determination that the disability commenced at some time before the 60th day of COBRA continuation coverage. The disabled qualified beneficiary may be required to provide evidence that the disability has

continued through the end of the initial 18-month period of continuation coverage. Each qualified beneficiary who has elected continuation coverage will be entitled to the 11-month disability extension if one of them qualifies. If the qualified beneficiary is determined by SSA to no longer be disabled, you must notify the Plan of that fact within 30 days after SSA's determination by contacting the College's Director of Human Resources.

Second Qualifying Event

An 18-month extension of coverage will be available to spouses and dependent children who elect continuation coverage if a second qualifying event occurs during the first 18 months of continuation coverage. The maximum amount of continuation coverage available when a second qualifying event occurs is 36 months. Such second qualifying events may include the death of the covered employee, divorce or separation from the covered employee, the covered employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), or a dependent child's ceasing to be eligible for coverage as a dependent under the Plan. These events can be a second qualifying event only if they would have caused the qualified beneficiary to lose coverage under the Plan if the first qualifying event had not occurred. You must notify the Plan within 60 days after a second qualifying event occurs if you want to extend your continuation coverage. You may contact the Plan by contacting the College's Director of Human Resources.

How can you elect COBRA continuation coverage?

To elect continuation coverage, the paperwork provided must be completed and submitted according to the instructions. Each qualified beneficiary has a separate right to elect continuation coverage. For example, the employee's spouse may elect continuation coverage even if the employee does not. Continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children. The employee or the employee's spouse can elect continuation coverage on behalf of all of the qualified beneficiaries.

In considering whether to elect continuation coverage, take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you can lose the right to avoid have pre-existing exclusions applied to you by other group health plans if you have more than a 63-day gap in health coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not get continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of a qualifying event. You will also have the same special

enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

How much does COBRA continuation coverage cost?

Generally, each qualified beneficiary may be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary may be required to pay may not exceed 102 percent (or, in the case of an extension of continuation coverage due to a disability, 150 percent) of the cost to the group health plan (including both the employer and employee contributions) for coverage of a similarly situated plan participant or beneficiary who is not receiving continuation coverage. The required payment for each continuation period for each option is described in the Election Form or in a notice that accompanies the Election Form.

When and how must payment for COBRA continuation coverage be made?

Specific instructions regarding payment will be provided with the COBRA paperwork. COBRA is administered through *Benefitfirst*.

For more information

This notice does not fully describe continuation coverage or other rights under the Plan. More information about continuation coverage and your rights under the Plan is available in your summary plan description or from your Plan Administrator.

If you have any questions concerning the information in this notice, your rights to coverage, or if you want a copy of your summary plan description, you should contact the Director of Human Resources, Randolph College, 2500 Rivermont Avenue, Lynchburg, Virginia 24503, (434) 947-8114.

Vacation Pay

The College does not pay out unused accrued vacation. If the employee took more vacation days than entitled to under the vacation policy, the time taken will be deducted from the final paycheck.

Final Paycheck*

Employees leaving the College must return all College property, such as keys, credit cards, laptops, cell phones, uniforms, pagers, etc. If there are unpaid obligations or non-returned College property, the final paycheck will reflect the appropriate deductions. The final paycheck will be mailed or direct deposited during the next normal pay period.

*Reference Checks**

All inquiries regarding a current or former Randolph College employee must be referred to the Human Resources Department.

Should an employee receive a written request for a reference, the request should be referred to the Human Resources Department for handling. No Randolph College employee may issue a reference letter for any current or former employee without the permission of the Director of Human Resources.

Under no circumstances should any Randolph College employee release any information about any current or former employee over the telephone. All telephone inquiries regarding any current or former employees of Randolph College must be referred to the Human Resources Office.

In response to an outside request for information regarding a current or former Randolph College employee, the Human Resources Office will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former Randolph College employee will be released unless the employee authorizes the College to release such information in writing or the College is required by law to furnish such information.

*Retirement**

An employee of the College may initiate retirement at any time. Normal retirement is considered to be at age 65; however, IRS regulations allow early retirement at age 55. If you are considering retirement, you need to consult with the Human Resources Department to discuss maximum benefit opportunities. An employee considering retirement should notify the Social Security Office so that they will be aware of earning limitations for the year they initiate the retirement. If the employee has been a participant in the College Pension Plan, the employee will need to notify the provider several months in advance so that the employee will have enough time to complete the retirement application indicating which payment option they elect and return the paperwork to the carrier for processing.

In the area of benefits, a retiring full-time employee may elect to continue coverage with the College group health policy at the prescribed monthly cost, provided the retiring employee has completed 10 years of continuous service beginning on or after age 50 and who is at least age 60. In addition, the retiree must participate in Medicare Part B. Spouses who were enrolled in the College Group Health Insurance Policy at the time of retirement will also be allowed to continue on the group plan. The retiree plan functions as Medicare Supplement Policy. All claims must first be filed with Medicare and then upon receipt of the Medicare statement, the balance is filed with the group policy. The retiree will be billed monthly for the coverage. The retiree must pay the entire amount of the monthly premium. The College does not contribute to the retired employee's premium.

If, as a retired faculty or staff member, you are participating in the College's medical insurance when you die, any of your Dependents who are then insured for such insurance may remain so insured as long as further payments of monthly premiums are continued. The insurance on any of those Dependents will remain in force until the earliest date below:

- the date of remarriage of the surviving spouse, if any;
- the date the Dependent ceases to qualify as a Dependent for a reason other than lack of primary support by you;
- the date the policy is discontinued.

The Dependent benefits payable after you die will be those in effect for your Dependents on the day prior to your death.

All other benefits will end as of the date of retirement.

Retired full-time faculty and staff members may continue to utilize College facilities and may take courses at the College on a space available basis and with prior approval from the faculty member.