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Policy Update

The Stillman College Human Resources Policy Manual is designed to provide a clear statement of the College's

Mission Statement

Stillman College is a liberal arts institution with a historical and formal affiliation with the Presbyterian Church (U.S.A.). It is committed to fostering academic excellence, to providing opportunities for diverse populations, and to maintaining a strong tradition of preparing students for leadership and service by fostering experiential learning and community engagement designed to equip and empower Stillman's students and its constituents.



Welcome to Stillman College Office of Human Resources

We welcome your interest in joining the Stillman College family. The Office of Human Resources (HR) works to ensure that prospective hires, new hires and current employees, as well as managers and administrators have the information and resources, they need to make their offices run smooth.

The Office of Human Resources and Payroll (HRP) welcomes you to our site which is a gateway to information about Stillman College work environment, benefits, employment, training and development opportunities. Stillman College is home to a diverse and committed workforce who has adopted a

Purpose of the Manual

Responsibilities

The policies give supervisors and managers the ability to make decisions within a framework that promotes consistency and objectivity. With decision making comes responsibility. In each policy there is a statement of the philosophy within which related decisions are made and a statement of where responsibility belongs. Many of the policies emphasize and articulate the two way responsibility of the employer and the employee.

Employment at Will

Employment at Stillman College may be terminated at the will of the employee or the College at any time without notice or cause. No representative of the College has the authority to enter into a contrary agreement except the President or his or her designee and the employee. Any such contrary agreement must be in writing and signed by the President or his or her designee and the employee. (TJ 11 sc () (ycm (eem)) (ycm B(s

Employment Categories

Executive employees are officers of the College and work with designated authority serving at the pleasure of the President. This category includes all Vice Presidents and the Executive Vice President.

Senior Administrators usually report to a Vice President and have specific responsibilities. (i) 2 (gna)i 1 (o - 1 (r)94.550) 1) -1 (0.2196078 0.3-1 (i) (0.:

Hourly Staff includes employees who engage in work related to the general service and maintenance of College property and equipment. This category may include temporary staff, who may be full-time or part-time depending upon the need and/or tasks they are to perform. These employees are appointed for a specific period of time and may

or may not be renewable based upon the funding source and/or factors regarding continued employment at the College. Hourly Staff work 40 hours per week, are paid bi-weekly, and are not exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act.

Definition of Temporary Staff

From time-to-time external funding may be acquired for projects of specified

The normal workweek for temporary ~~full~~ staff consists of 40 hours but is subject to the professional obligations inherent in the position. Ordinarily, the work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Benefits of Temporary Staff

Benefits afforded to persons hired in temporary positions funded by grants are limited to those specified and paid by the grant. Such benefits end on the last day of employment or the term of the grant. The College does not pay residual benefits that were initially funded by the grant.

Temporary staff, where allowable, may receive ~~short~~ disability but are ineligible for longterm disability and unemployment benefits unless it is funded by the grant for which the person is employed.

Terms of Employment

The terms of each staff appointment, including the beginning and ending dates of employment and the major services to be rendered, are specified in a written contract, signed by the President and the staff member. Each contract is bound by regulations found in the most current Staff Handbook. The Contract constitutes the entire agreement between the staff member and Stillman College.

Personnel decisions are made at the unit level. Hiring decisions are made in the following manner: A recommendation is made by the immediate supervisor in which the person is expected to work and must be endorsed by the head of the division or unit of the College. With the exception of Plant Operations, persons offered employment by the College will not be added to the payroll without prior endorsement from the President's Office and a signed executed contract. Supervisors who have confirmed new candidates for employment with the College, may not actively engage pending candidates in written and/or proposed job duties/responsibilities prior to a signed and executed contractual agreement. Such engagement may result in disciplinary actions, suspension

Equal Employment Opportunity & Affirmative Action Statement

Stillman College is an Equal Employment Opportunity Affirmative Action employer. The College seeks to provide equal opportunity in employment for all persons and prohibits discrimination in all aspects of employment because of age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, sexual orientation, gender identity and expression, and genetic information or veteran status or any other basis prohibited by law. Additionally, the College will use good faith efforts to achieve ethnic and gender diversity throughout the workforce. The College emphasizes recruitment of women, minority group members, disabled individuals, and Vietnam era veterans.

Philosophy

To achieve its mission, the College strives to develop a community that is appropriately representative of the diversity of society. This commitment to affirmative action evidences the College's fundamental tenets and its dedication to an ongoing process of change and renewal.

Procedures

The goal of the College's hiring policy is to recruit, hire, transfer, promote and make other employment decisions using the following guidelines:

1. To consider individuals without discrimination based on age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibility

Responsibility

All selecting departments should follow the procedures and the spirit of the

Through the entire interviewing process, HR, and managers, where desired, stay in touch with the most qualified candidates via phone and email.

The candidate signs the offer letter documentation to accept the job or refuses the position.

Hiring manager must complete the PAF form.

If yes, schedule the new employee's start date. Welcome the new employee from the minute they accept your job offer.

Personnel Action Form

All pay changes must be supported with a Personnel Action (PA) form with the budget number and all required signatures. All start dates must be communicated to the Director of Human Resources for effective start date. Verify budget requirements with Chief Finance Officer (CFO)

Probationary Employment Period

Statement

Employees who are newly hired, reemploy

Termination of Employment during Probationary Period

¥ Successful completion The individual has performed satisfactorily the duties assigned during the probationary period, and the probationary period

background check. Similarly, hiring managers shall advise candidates of this requirement at the time a verbal offer is made.

The Department of Human Resources will obtain background checks through a third-party vendor which shall conduct the background checks in accordance with local and federal law

Timing and Fees for Background Checks

It usually takes from 3 to 5 business days from time of request for the Department of Human Resources to receive the completed background check report.

The Department of Human Resources will coordinate payment of the vendor's fees.

Verification of Background Checks

The Department of Human Resources will receive and review the background check report from the thirdparty vendor.

If the report reveals no adverse information or unfavorable results, the Department of Human Resources will advise the hiring department that an individual has "satisfactorily cleared" the background check.

If the report includes adverse information or unfavorable results, the Department of Human Resources, in consultation with the hiring department, will make an individualized assessment, taking into account the following:

- ¥ the nature of the finding.
- ¥ the job for which the applicant is being considered.

Based on relevant available information, the Department of Human Resources, in consultation with the hiring manager, will determine whether the hire will proceed or the offer will be rescinded.

Confidentiality and Record Retention

Procedures

Emergencies, Staffing Shortages, or Temporary Scheduling

During emergencies, staffing shortages, or other temporary situations, a supervisor may require an employee to work different days

Meal and Rest Periods

Statement

N

direct supervisor must be notified immediately. Failure to provide timely notice may result in being counted absent without leave, the reason notwithstanding.



Overtime
Statement

work overtime without prior notice. In either case, employees are expected to

Attendance and Punctuality

Statement

Absence Without Notification

Employees who do not notify their supervisors of unscheduled absences may be disciplined. More than three consecutive workdays absence without notice is considered job abandonment. The department may terminate the employee at the close of business on the third day. Job abandonment is a voluntary termination.

Lateness Notification

Employees must follow department call-in procedures to notify the department of the reason for lateness and expected arrival time. Employees who are late may be disciplined.

Recording Absences for Nonexempt Employees

Disciplinary Actions and Dismissal

Statement

Stillman College recognizes that the purpose of discipline in most cases is to help employ

The use of progressive discipline before dismissal is left to the College's discretion based on relevant factors. In some cases, the College may decide demotion is appropriate. Any or all of the steps listed below may be omitted as the College considers appropriate. By establishing these procedures for disciplinary actions and dismissals, the College does not waive or limit its right to discharge employees with or without notice or cause.

A department must obtain the approval of the appropriate Human Resources department prior to dismissal of an employee.

Reasons for Discipline

Each of the following is considered by the College as reason for disciplinary action:

- ¥ poor time and attendance
- ¥ poor work performance
- ¥ inappropriate conduct such as a violation of a public College or

A warning may be issued when an employee has a problem category (i.e., (1) time and attendance, (2) performance, or (3) conduct) and the employee has been previously counseled for a problem in that category.

Under certain circumstances the problem may be sufficiently serious that written warnings may be issued without prior counseling.

Disciplinary Suspension for Conduct Issues

Following a written warning for a conduct issue, disciplinary suspension may be appropriate when a conduct problem occurs within a six-month period from the date of issuance of the warning.

An employee may receive a disciplinary suspension without prior notice, counseling, or warning when the violation is so serious that more severe disciplinary action is warranted. The supervisor must consult with the Human Resources Department before a disciplinary suspension is issued.

The normal length of a disciplinary suspension without pay for a non-exempt employee is five workdays. The normal length of a disciplinary suspension for an exempt employee is a normal work week, however, the college may impose

Dismissal Without Prior Discipline

Under certain conditions, an employee may be dismissed without prior discipline and without notice or pay in lieu of notice. An employee's performance or conduct will justify such dismissal if any of the following conditions are present:

- ¥ An employee's level of performance or conduct is so unacceptable that it is significantly harmful to the organization.
- ¥ An employee's specific lack of competent performance or proper conduct has caused direct damage to the business or reputation of the department or the College

Examples of conduct justifying immediate dismissal are:

- ¥ Evidence of dishonesty, theft, vandalism, or other illegality.
- ¥ Sleeping, appearing to sleep, or preparing to sleep on the job during

¥ Conviction of a felony or a misdemeanor during your employment at Stillman College

Grievance Policy

Complaints concerning the possible violation of College policies and procedures should be directed to the Institutional Compliance Officer for evaluation and review. The compliance officer will determine whether policies have been violated and recommend how the employee should proceed.

Staff who believes that they have grounds for a grievance shall attempt to resolve their problems through discussions with administrators, first with the leaders of their administrative units (if any) and then with their vice president. Each administrator should attempt to resolve the problem expeditiously. A staff member who does not receive a decision within two work weeks after appealing to an

Participation of Third Parties

Lawyers, physicians, and other third parties are not permitted to participate directly in personnel matters, including grievance procedures. Appeals, notifications, and requests from third parties will not be accepted or honor

Termination of Employment

Statement

Individuals who leave employment with the College are expected to provide adequate notice, return College property, and satisfy outstanding financial or other obligations before the last workday. The College will not pay employees for unused, accumulated leave according to this policy.

Philosophy

Separation from employment, whether voluntary or involuntary, must be handled in a responsible manner by all individuals involved.

Procedures

Notice of Separation

Employees who leave the College are expected to provide written advance

- ¥ Tuition grants, outstanding invoices/requisitions
- ¥ Supervisors and managers are responsible for ensuring that college property is obtained from terminating employees and financial obligations are satisfied.

Access to Computerized Information Systems

Upon termination, supervisors must make appropriate arrangements to discontinue an employee's password and/or access to college information systems. This may include but is not limited to financial, employee, patient, departmental local area networks and student information systems.

Payment of Leave

Employees will not be paid for unused, accumulated paid leave when terminating employment with the College. No payment will be made for unused sick leave.

Involuntary Termination

Departments must contact Human Resources before any disciplinary termination. Human Resources must staff termination letter immediately. Human Resources must notify Campus Police to assist with issuing the letter to the terminated employees. Department must be notified immediately following termination.

Exit Interviews

All staff members who separate from the College (resignation, retirement, termination, job elimination) must secure a checkout form from the Human Resources Office to be signed by the immediate supervisor and returned to the Human Resources Office. This process includes the return of keys, computer (laptop), cell phones, I.D. badge etc.

Separating staff members may arrange an exit interview with the Human Resource Office to discuss fringe benefits, return of all college property, and answer any questions.

Responsibility

All departments should follow the College Termination of Employment policy and the procedures outlined above. Employees are responsible for providing advance notice of voluntary termination and for settling outstanding financial obligations and returning College property before leaving employment.

Professional Conduct

Statement

Stillman College employees are expected to behave in a professional, business manner at work, on College premises, and whenever representing College. Employees are accountable for behavior outside of work that has a negative impact on the individual's ability to perform his/her responsibilities at work.

Philosophy

To avoid damage to the integrity of Stillman College or its employees, and to protect the rights of employees, patients, families, and the public, the College has established guidelines concerning professional conduct of employees.

Procedures

Areas of conduct covered by this policy and standards of conduct include but are not limited to the following (Departments may establish more specific guidelines based on departmental needs.):

- ¥ College Resources: Unauthorized use of telephones, copiers, fax machines, computers, courier services, postage, office supplies, and other business equipment and supplies is prohibited.
- ¥ Personal Business: Employees may not conduct personal business during work hours or use College resources for personal business.
- ¥ Professional Organizations: Employees who belong to outside professional organizations should ensure that association with the organization, its conduct or membership, does not negatively impact on the

dangerous items on college premises or at college sponsored activities, whether or not a federal or local license to possess the same has been issued, is strictly prohibited.

- ¥ Visitors – Unauthorized visitors during work hours are prohibited.
- ¥ Alcohol and Other Drugs – Being under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, or in connection with carrying out college responsibilities or on college premises is prohibited. In addition, possessing or selling illegal or controlled substances while on college premises is prohibited.



Time Away from Work

Time away from work for attending a class or training program may be considered work time and paid accordingly if the following conditions are met:

- ¥ The training program or class is approved and related to the employee's current job or an approved career development program
- ¥ The employee's attendance is required by supervisor

All other requests for time away from work to attend training programs or classes must be processed in accordance with the current leave policies.

Internal Educational Programs

A variety of on-campus and on-site training and development resources are through SafeColleges Training

Contact the Human Resources directly for information about training.

Responsibility

The employee and the supervisor share the responsibility for individual work related skill development and career growth.

The College





supervisor will draft and discuss proposed revised Position Description, just be sent to the Office of Human Resources for approval and final modification.

The Performance Evaluation Meeting

The performance evaluation meeting will be held between the supervisor and employee as part of the evaluation procedure to ensure that the employee understands his or her duties, the performance standards and objectives established, and the areas requiring improvement. It is a time to share each person's evaluation of the employee's work over the past year and to discuss differences.

Holidays

Statement

Stillman College grants holiday pay to all fulltime employees. Holiday pay for any scheduled holiday is equal to an employee's regular compensation. Holiday pay will be equal to the number of hours the employee is normally scheduled to work.

regularly scheduled workday. The employee will only be paid for the hours for which he/she is regularly scheduled to work.

Nonscheduled Religious Holidays

Employees m 1 (e)2mesays

Paid Leave for Staff
Statement

Stillman College grants to eligible staff employees paid leave for rest and recreation; personal reasons; health maintenance; illness, injury or disability; family and medical leave; sick and safe leave; religious observances; emergencies or other events covered by law.

Philosophy

The College recognizes the importance and value of paid leave so that employees may have paid time away from work for a variety of reasons. Georgetown complies with all applicable local and federal law regarding paid time off.

Procedures
Eligibility

Paid leave is available to all staff employees as set forth below.

Accrual and Accrual Rate



notice of such a request. Employees may use paid leave for a nonscheduled religious holiday; or the employee may be permitted to work outside of his/her regularly scheduled hours to make up for the time off. Employees may be denied leave only when the absence from work would create an undue hardship in the workplace.

Payment of Leave

With Regular Earnings

Paid leave is paid with the employee's regular earnings.

because of their military service, and 2) employees will be granted leave of absence for military training in the Guard or Reserve without sacrificing annual leave.

(Immediate family is defined as husband, wife, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, or stepdaughter.)

The College grants funeral leave of one day with pay for the following relatives: grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, nephew, or niece.

Days off must be consistent.

If additional time is required, the employee may use paid leave or request leave without pay subject to the provisions of that policy.

Responsibility

Employees who need to use funeral leave must promptly notify the department and the supervisor about departure and return dates.

The department must administer this policy reasonably and equitably

Voting Time

Statement

Stillman College encourages eligible employees to register and vote in national, state, and local elections. Upon request of an employee, the College will permit two hours of paid leave for an employee to arrive late or to depart early from work to exercise the right to vote.

Philosophy

The College supports each individual's right to vote and will provide the necessary time away from work.

Procedures

Advance Notice

If an employee would like to request paid leave to vote, the employee must inform the immediate supervisor and arrange for time off to vote.

Leave Used

Time away from work for voting may be used during early voting days and Election Day.

Responsibility

Each department is responsible for providing time away from work for an employee to vote.

FMLA

The Family and Medical Leave Act (FMLA) is a federal law that can be of assistance if you need to take time off work because of family responsibilities.

What FMLA Covers

Employers with more than 50 workers must provide eligible employees up to 12

- ¥ Childcare for the child of a deployed military member
- ¥ Attending certain military briefings or ceremonies
- ¥ Making financial or legal arrangements related to the military member's absence

If the military member becomes seriously ill or injured while on duty,

3. Workers' Compensation Leave

An employee who has a medically authorized absence and receives workers'

Sexual Harassment Policy

Each member of the Stillman family has responsibility for maintaining a campus environment and climate that are free of discrimination in any form. Because harassment is not always recognized as a form of discrimination, Stillman has developed specific policies, procedures, and sanctions that address sexual harassment.

The College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. It is the policy of Stillman College to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy

Non-Smoking Policy

Stillman College recognizes the dangers of the use of tobacco and tobacco products and is a tobacco free campus. The use of tobacco products in college owned buildings, on college property or within college owned vehicles is prohibited. Failure to comply may result in disciplinary action.

No Weapons Policy

The unauthorized possession, use, or storage of any weapon on College premises or at College sponsored activities is prohibited. The term "weapon" means any object or substance designed to inflict a wound, injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers or similar knives, and chemicals such as mace or tear gas. A harmless object designed to look like a firearm, explosive, or weapon, which is used by a person to cause reasonable apprehension of harm or to assault another person, is expressly included within the meaning of weapon.

Violation of this policy will result in disciplinary action including dismissal. Outsiders will be subject to prosecution under existing local and state laws.

Copyright Policy

In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

It is the policy of Stillman College to comply with all federal and state copyright law. All users of the World Wide Web, via the College's servers will be required to abide by and comply with all laws regarding copyrights and trademarks as well as institutional copyright policies. Copyright exists in any original work, which exists or is fixed in any tangible medium of expression. Copyrighted works can consist of but not limited to, images displayable on computer screens, computer software, photographs, text, graphics music, books, magazines, scientific and other journals, and articles. Copyrighted materials may require the permission of the copyright owner and a copyright notice is not required in order for it to be considered in violation of.

Emergency Rapid Notification System

The College makes available a rapid notification system in the event of pending dangers or matters of campus-wide significance. All employees are expected to enroll.

To access your SchoolCast account, go to the Dashboard at the following secure website <https://myschoolcast.com>. If you have any questions about the operation of this system, please contact the Office of the Vice President for Student Affairs at (205) 3668833 or during normal school hours.

Telecommuting Policy

The purpose of this policy is to allow employees to work at alternative work

Removal and Relocation of Historic Artifacts/Artwork Policy

Stillman College recognizes both the financial and historical value of the wide variety of artifacts and artwork located in public areas throughout the Stillman campus. In order to maintain the value of these materials, no artifact or artwork shall be removed or relocated without prior approval of the Historic Artifacts Committee.

Any individual wishing to remove or relocate an artifact or artwork from a public space on the campus of Stillman College must send a request to the Historic Artifacts Committee outlining the current location, the proposed site for the

Maintenance Request Policy

Welcome to Facilities Management at Stillman College! Facilities Management is a service organization of skilled technicians, craftsmen, operators, and support staff charged with the responsibility for operating, maintaining, and improving university buildings, grounds, utilities, new construction, and related services. While our principle hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday, we maintain a 24-hour presence on campus to respond to situations that arise after normal working hours.

Payroll Policy

How to Register for Paychex

www.paychexflex.com

Click on SignUp

Then complete each of the following:

- ¥ Personal Information
- ¥ Security Information
- ¥ Security Level
- ¥ Account Information

****You must have a valid email address and cellphone****

**** Please make note of your Username & Password****

If anyone has trouble registering or logging in at this website, please contact
Flex User Support @
888-246-7500
(855-973-2386 for Spanish Only)

Biweekly

Biweekly Employees Supervisors must edit and approve time in Paychex. All holiday, vacation time, and sick time must be entered into Paychex by the supervisor.

Payroll Training for Supervisors

How to Add Punch

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Select the Correct Date

Enter in Time with AM/PM following ex. 1:00pm

Press Enter

Save

How to Add Work Shift

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Add Work Shift

Select the Correct Date

Enter in Time with AM/PM following. (ex. 8am in and 4pm out)

Press Enter

Save

How to Add Vacation Day

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Add Non-Work Shift

Select the Correct Date

Change to Vacation (8 hours will automatically enter)

Press Enter

Save

