

**THIEL COLLEGE**

**EMPLOYEE HANDBOOK**

JANUARY 1, 2011

## Table of Contents

Table of Contents .....	2
Welcome to Thiel College!.....	4
ABOUT THIEL COLLEGE .....	5
FOREWORD/INTRODUCTION.....	6
EQUAL EMPLOYMENT .....	7
CONFIDENTIALITY .....	8
ETHICS AND CONFLICTS OF INTEREST .....	9
OPEN COMMUNICATION.....	12
DISCRIMINATION AND/OR HARASSMENT .....	13
NON-FRATERNIZATION .....	14
THIEL COLLEGE SAFETY POLICY.....	15
SECURITY AND LOSS PREVENTION.....	16
IDENTIFICATION CARDS AND BUILDING ACCESS .....	17
CHILDREN IN THE WORKPLACE.....	18
DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE .....	19
TOBACCO USE .....	21
PERSONAL CONDUCT.....	22
USE OF INTERNET, E-MAIL AND VOICE MAIL.....	24
USE OF PERSONAL ELECTRONIC DEVICES .....	25
PROFESSIONAL ATTIRE .....	26
PERSONAL PROPERTY .....	27
WEAPONS .....	28
SEARCH .....	29
SOLICITATION .....	30
VIOLENCE IN THE WORKPLACE.....	31
PRE-EMPLOYMENT SCREENING.....	32
EMPLOYMENT ELIGIBILITY DOCUMENTS.....	33
EMPLOYMENT RECORDS .....	34
NEW EMPLOYEE ORIENTATION .....	35
INTRODUCTORY PERIOD .....	36
HOURS OF WORK.....	37
INCLEMENT WEATHER.....	38
PERFORMANCE REVIEWS .....	39
OTHER EMPLOYMENT .....	41
POSTING OF AVAILABLE POSITIONS .....	42
TRANSFERS / PROMOTIONS .....	43
EMPLOYMENT OF RELATIVES .....	44

EMPLOYMENT AT WILL.....	45
EMPLOYMENT CONTRACTS .....	46
LEAVING EMPLOYMENT WITH THE COLLEGE .....	47
REFERENCES.....	48
EMPLOYEE CLASSIFICATIONS.....	49
TIME REPORTING .....	50
OVERTIME.....	51
RECALL TO WORK .....	52
PAY DAY .....	53
PAYROLL ADVANCES / LOANS.....	54
ELIGIBILITY FOR BENEFITS.....	55
HEALTH AND WELFARE BENEFITS.....	56
RETIREMENT PLAN.....	57
PAID TIME OFF - VACATION.....	58
PAID TIME OFF – SICK LEAVE .....	60
PAID TIME OFF - PERSONAL DAYS .....	61
HOLIDAYS.....	62
ADDITIONAL PAID TIME OFF.....	63
FAMILY AND MEDICAL LEAVE .....	64
MILITARY / RESERVE LEAVE .....	66
PERSONAL LEAVE OF ABSENCE.....	67
BEREAVEMENT LEAVE .....	68
JURY DUTY / WITNESS SERVICE .....	69
TUITION BENEFITS .....	70
AWARDS .....	73
INJURY / ILLNESS ON THE JOB .....	74
WORKERS' COMPENSATION .....	74
TEMPORARY MODIFIED DUTY .....	76
LIFE THREATENING AND/OR DEBILITATING ILLNESS .....	77
EMPLOYEE ASSISTANCE PROGRAM.....	79

## A Letter from the President

### **Welcome to Thiel College!**

To you who are joining us for the first time, a sincere welcome! I hope you will spend many pleasant, satisfying and prosperous years with us.

To those who have been with the College through the years, my thanks for your loyal cooperation, which has contributed to our continuing improvement. You have worked very hard and have found new ways to do things, weren't afraid of failure, and turned innovative ideas into valuable learning experiences for many students. You have my unending gratitude and appreciation for helping to make Thiel College successful. I look forward to many more years of progress with your continued support.

I hope that each of you will find this handbook helpful in understanding the operation and mission of our college. It contains general information, policies, guidelines and employee benefits. You are responsible for reading and understanding this employee handbook; if anything is unclear please discuss the matter with your supervisor or Human Resources.

All employees are working ultimately for the same individuals – our STUDENTS. They come to Thiel because we deliver a quality education with value and opportunities for a lifetime. Supporting our students' growth and development on a daily basis will result in the continued success of Thiel College and will benefit each and every employee.

I am genuinely interested in your career and want to help you increase your skills and knowledge. I always welcome your ideas and suggestions on how to improve this institution in any way.

Sincerely,

Dr. Troy D. VanAken  
President

## **ABOUT THIEL COLLEGE**

Thiel College is a four-year, coeducational, liberal arts, sciences and professional studies college granting the Associate of Arts, the Bachelor of Arts, the Associate of Science and the Bachelor of Science degrees. Chartered as a private, independent, degree-granting corporation in 1870 by the Commonwealth of Pennsylvania, with control and management vested in the Board of Trustees, it is a college of the Evangelical Lutheran Church in America. The College was founded as Thiel Hall in Monaca (Philipsburg) on the Ohio River in 1866 by the dynamic Reverend Dr. William A. Passavant, using the \$4,000 tithe of A. Louis and Barbara Thiel, retired Lutheran oil investor and his wife. Accepting gifts of land and construction money, the institution moved to Greenville in 1871.

### ***Statement of Identity of Thiel College***

Thiel College, an independent institution related to the Evangelical Lutheran Church in America, and established in Western Pennsylvania in 1866 as a co-education institution, educates students in the liberal arts and professional studies for service to society.

### ***Statement of Mission of Thiel College***

Thiel College, an academic institution in the Lutheran tradition, empowers individuals to reach their full potential by assuring educational excellence, stimulating global awareness, promoting ethical and responsible leadership and preparing students for careers so that lives inspired by truth and freedom may be committed to service in the world.

### ***Statement of Vision of Thiel College***

Thiel College is committed to developing and delivering innovative academic and co-curricular programs incorporating ethical and global perspectives, providing opportunities for students to discover and prepare for leadership in their chosen careers, enrolling students from the global populations, celebrating diversity within its community and cultivating thriving living/learning communities.

Please visit the Thiel College Web site frequently to learn more about Thiel College, its students, programs and activities, and ways that you can become more involved with the life of the campus!

## **FOREWORD/INTRODUCTION**

This manual reflects the policies and procedures of Thiel College. The purposes of this manual are:

- ◆ To provide the College Cabinet and supervisors with the information necessary to fulfill their responsibilities to employees; and
- ◆ To provide for fairness and equity in the treatment of employees.

The policies in this manual are intended for all employees of Thiel College; any exceptions are noted, and must be approved by the President, in consultation with the appropriate Cabinet member. Policies that apply only to faculty members will be addressed in the Faculty Handbook. The institution reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

It is expected that supervisors will become familiar with the contents of this manual so that they will be able to answer employee questions as they arise and apply the appropriate policies and procedures as the occasion requires. Supervisors are also responsible for ensuring that the employees that work for them are informed of these policies and procedures, understand them and abide by them.

Because such policies and procedures are subject to change, with or without prior notice, the information provided in this Policy and Procedure Manual is not intended to create a contract of employment nor should it be construed as terms and conditions of a contract of employment with the College.

Violation of any policy in this manual may lead to corrective action, up to and including, termination of employment.

Employees should contact the Director of Human Resources with questions about application, interpretation, or clarification regarding any specific policies or procedures contained in this manual.

**Section:** General Information  
**Policy:** Equal Employment  
**Policy No:**  
**Effective:**  
**Revised:**

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## **EQUAL EMPLOYMENT**

Thiel College's goal is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is not only good business -- it's the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

As an equal employment opportunity employer, Thiel College does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, veteran status, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, Thiel College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the College.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Confidentiality  
Policy No:  
Effective:  
Revised:

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### CONFIDENTIALITY

Thiel College recognizes that all individuals serving as employees or in any non-compensated position (volunteer, intern, etc.) of Thiel College have an ethical and legal responsibility, during and after service with the College, to protect confidential information of the College, its employees and its students. Such confidential information includes, for example, information protected by the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), financial data, employee, student or alumni information, recruiting procedures, operating procedures, or any other proprietary information acquired through service with the College. This information is protected by state and federal privacy laws and must be kept strictly confidential. It is not to be disclosed outside the College and cannot be used except as necessary in the normal course of business. Questions regarding the nature and scope of disclosure of confidential information should be directed to the Office of Human Resources.

Care should be taken to protect confidential information from disclosure. Confidential materials, in written form, should be marked “confidential,” kept out of sight and stored in locked cabinets or drawers when not in use. Confidential materials in other formats, such as photographic images, or information stored on electronic devices, must not be disseminated in a manner that would violate this policy.

An individual serving in a non-compensated position (volunteer, intern, etc.) will be provided a copy of this policy, and will acknowledge this obligation by signing a receipt for the policy.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Ethics and Conflicts of Interest  
Policy No:  
Effective:  
Revised:

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### ETHICS AND CONFLICTS OF INTEREST

The purpose of this policy is to assist the College in identifying, disclosing, and resolving potential conflicts of interest.

The following statement of policy applies to:

- each member of the Board of Trustees (Board), and
- each member of the College Administration, Faculty or Staff (hereinafter referred to as “Employees”)

Members of the Board and Employees serve the College and have a clear obligation to conduct all affairs of the College in an upright and honest manner. Each person should make necessary decisions using good judgment and ethical and moral considerations.

Members of the Board and Employees agree to place the welfare of the College above personal interests, interests of family members, or others who may be personally involved in substantial affairs affecting the College’s basic functions.

Members of the Board and Employees shall disclose fully the precise nature of their interest or involvement when participating in any transaction for the College in which another party to the transaction includes:

- himself or herself,
- a member of the family (spouse, parents, brothers, sisters, children, and any other immediate relatives), or
- an organization with which the member of the Board or the Employee, or his/her family, is affiliated.

At the first knowledge of the transaction, members of the Board and Employees shall disclose all relationships and business affiliations which may now, or in the future, potentially conflict with the interests of the College or bring personal gain to them or their family, or business. Disclosure must be made if any member of the Board, or an Employee, or a member of his or her family:

- is an officer, director, trustee, partner, employee, or agent of an organization with which the College has business dealings;
- is either the actual or beneficial owner of more than one percent (1%) of the voting stock or controlling interest of an organization with which the College has business dealings;
- is a consultant for such an organization; or
- has any other direct or indirect dealings with an individual or organization from which he or she is materially benefited (i.e., through the receipt directly or indirectly of cash, gifts, or other property).

All disclosures that apply to Employees will be referred to the Vice President for Finance, and all disclosures as they apply to members of the Board shall be referred to the Chairman of the Audit Committee. Information disclosed to the Chairman of the Audit Committee or the Vice President for Finance will be held in confidence, except when the College's best interests would be served by bringing the information to the attention of the Executive Committee of the Board and/or the officers of the College.

Members of the Board and Employees who have a conflict of interest in any matter shall refrain from participating in the consideration of the proposed transaction. The person or persons involved will not vote on such matters. However, for special reasons, the Board may request information or interpretation from the person or persons involved.

Any individual who is uncertain about a conflict of interest in any matter shall disclose such possible conflict to the appropriate individual as noted above.

Each member of the Board and those Employees with possible conflicts will complete and update a copy of the College's Disclosure Survey annually. The survey will be reviewed by the Chairman of the Audit Committee or the Vice President for Finance.

If a potential conflict of interest arises subsequent to the submission of the annual Disclosure Survey, the Board Member or Employee is responsible for advising of such occurrence as soon as possible but not later than thirty (30) days after the occurrence. After receiving acknowledgement that the Disclosure Letter has been received, the member of the Board or Employee shall be entitled to act as though no conflict of interest exists unless he or she is notified otherwise by the Vice President for Finance (for employees) or the Chairman of the Audit Committee (for Board members) within one hundred and twenty (120) days of filing the letter.

Each member of the Board or employee who is requested to file this Conflict of Interest Disclosure should recognize that such filing is a requirement for continued affiliation or employment with the College and, further, that failure to knowingly disclose a potential conflict of interest could result in disaffiliation or termination of employment.

All Board members and employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the College. Thiel College requires that all such transactions are ethical and within the law, both in letter and in spirit.

Thiel College recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of Thiel College as "standard practice", that is by no means sufficient reason to assume that such practice is acceptable at Thiel College. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at Thiel College. Whenever employees are in doubt, they should consult with their supervisor.

Conflicts of interest or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from competitors, vendors, potential vendors, or customers of the College. Gifts may only be accepted if they have a nominal retail value and only on appropriate occasions (for

example, a holiday gift). Employees are cautioned not to accept any form of remuneration or non-business related entertainment, nor may employees sell to third parties any information, products, or materials acquired from the College. Employees may engage in outside business activities, provided such activities do not adversely affect the College or the employee's job performance and the employee does not work for a competitor, vendor, or customer. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with, or prejudicial to, the best interests of Thiel College. Employees may not use proprietary and/or confidential information for personal gain or to the College's detriment, nor may they use College assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, or potential vendor, the employee must disclose this fact in writing to Human Resources. The College will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, Thiel College may be forced to ask the employee to tender his/her resignation. Thiel College has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from their supervisors with any legal or ethical concerns. However, Thiel College realizes this may not always be possible. As a result, employees may contact Human Resources to report anything that they feel they cannot discuss with their supervisor.

## **POLICY & PROCEDURE MANUAL**

Section: General Information  
Policy: Open Communication  
Policy No:  
Effective:  
Revised:

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### **OPEN COMMUNICATION**

Thiel College believes that open communication is at the heart of good employee relations. An employee should share any concern, seek information, provide input, and resolve any work-related issue by discussing it with the immediate supervisor. It may not be possible to achieve the results an employee wants, but the supervisor should attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the next level supervisor. If the employee's concern cannot be resolved at that level, the employee may request that the supervisor arrange a meeting with a member of College administration.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Supervisors are encouraged to seek a timely resolution to such matters, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Such open communication will usually lead to a mutually acceptable solution for nearly every situation.

If an employee has a concern about possible discrimination and/or harassment, Thiel College has set up special procedures to report and address those issues, which are described in the policy on Discrimination or Harassment.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Discrimination and/or Harassment  
Policy No:  
Effective:  
Revised:

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### DISCRIMINATION AND/OR HARASSMENT

Thiel College strives to maintain a campus environment that fosters mutual respect and promotes harmonious, productive relationships. The institution believes that discrimination in any form constitutes misconduct that undermines the integrity of any relationship. Therefore, Thiel College prohibits discrimination that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, veteran status, or disability. This policy applies to all employees throughout the institution and all individuals who may have contact with any employee of this institution. Furthermore, Thiel College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the institution. Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a similar nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep a position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it may also be considered harassment.

Thiel College expects that all employees will act responsibly to establish a pleasant and friendly work environment. However, if an employee believes that he/she has been subjected to any form of discrimination and/or harassment, the employee should firmly and clearly tell the person engaging in the discriminating and/or harassing conduct that it is unwelcome, offensive, and should stop at once. The employee should also report any discrimination and/or harassment to the immediate supervisor, and to the Director of Human Resources, who may initiate an investigation of the discrimination and/or harassment claim.

Thiel College will conduct such an investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discriminatory and/or harassing behavior. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of discrimination and/or harassment will be subject to corrective action up to, and including, termination.

Occasionally, an employee may perceive that talking with a supervisor, other administrator, or the Director of Human Resources about this conduct is not an option. If an employee feels that his/her complaint has not been or cannot be properly handled at those levels, he/she may forward the complaint to the President.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Non-Fraternization  
Policy No:  
Effective:  
Revised:

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### **NON-FRATERNIZATION**

While Thiel College encourages amicable relationships between employees and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises an employee's ability to perform his/her job. Any involvement of a romantic nature that develops between an employee and anyone he/she supervises, either directly or indirectly, is prohibited.

Likewise, given the respect and trust accorded an employee by a student, as well as the power that may be exercised by the employee in giving grades, recommendations, etc., it is often difficult to ascertain whether a romantic or sexual relationship between such parties is truly welcome. Hence, Thiel College, in its commitment to a climate free from sexual harassment, prohibits any individual in a position of power and trust to be involved in a romantic relationship with a student. Violation of this policy will lead to corrective action up to, and including, termination of the employee involved in the relationship.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Safety Policy  
Policy No:  
Effective:  
Revised:

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### THIEL COLLEGE SAFETY POLICY

It is the policy of Thiel College that risk management shall be of primary importance in all phases of campus life and administration. It is the intention of the College's administration to provide safe and healthy living and working conditions to protect the well-being of employees, students and visitors to the Thiel College campus.

The prevention of accidents is a goal and objective of the College and its operations. Thiel College recognizes that active involvement of members at all levels of the campus community is critical to its success in preventing injury and illness due to hazards, and in encouraging safe and healthy practices for all campus members. It is a basic requirement that each campus member make the safety of all members an integral part of his/her daily functions.

All members of the campus community are expected to cooperate in all aspects of the College's safety and health efforts and programs. Some major requirements of all campus members or visitors include:

- All accidents and injuries, however minor, must be reported immediately to the employee's supervisor, or to the manager of the host department, if a visitor is involved.
- All employees (including student workers), or visitors performing work on campus, must wear any required personal protective equipment during job performance. **There are no exceptions** to this requirement.
- Hazardous conditions or other safety and health concerns must be reported to the employee's supervisor immediately, or to the manager of a host department, if a visitor recognizes and reports a hazard.
- Employees and student workers must participate in safety training activities and support safety committee membership.
- Each campus member must recognize that no job is so important that he/she cannot take time to do it safely.

The Thiel College Safety Committee has been established to bring campus representatives together in a cooperative effort to promote safety and health on campus. The Safety Committee has been charged with the following responsibilities:

- Identify hazards, recommend corrective action, and verify that corrective action has been accomplished.
- Identify employee safety training needs, and develop and schedule training programs.
- Establish accident investigation procedures for the College.
- Make recommendations for campus improvements to enhance a safe campus environment.

## **POLICY & PROCEDURE MANUAL**

Section: General Information  
Policy: Security and Loss Prevention  
Policy No:  
Effective:  
Revised:

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### **SECURITY AND LOSS PREVENTION**

Thiel College has installed and maintains an elaborate security system to protect the premises from fire, unlawful entry, and theft. An employee will be provided the details of the system if it is determined that such knowledge is necessary to perform the employee's job duties. Such knowledge is covered by the College's Confidentiality Policy. Employees are encouraged to assist administration in ensuring that the system is not compromised in any way. Tampering with the system, violating procedures, or revealing any details about the security system to others may result in immediate termination.

## **POLICY & PROCEDURE MANUAL**

Section: General Information  
Policy: Identification Cards and Building Access  
Policy No:  
Effective:  
Revised:

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### **IDENTIFICATION CARDS AND BUILDING ACCESS**

In order to protect the safety and maintain the security of all employees, it is recommended that every employee carry or wear a picture identification card at all times while on College premises.

Human Resources will arrange for issue of an ID card to all new employees during orientation on their first day of employment. Loss or damage of the ID card should be reported to the Public Safety Department immediately in order for the card to be replaced. The card is the property of Thiel College and must be returned upon termination of employment. Because employee ID cards are also the means by which employees enter and leave certain campus buildings, employees must not loan ID cards to anyone, including other employees, nor should employees allow anyone who is not an employee of Thiel College to enter campus facilities. Failure to observe these safety regulations could endanger the safety and security of the campus community and could subject the employee to corrective action up to, and including, termination.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Children in the Workplace  
Policy No:  
Effective:  
Revised:

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### CHILDREN IN THE WORKPLACE

Thiel College values an atmosphere that fosters a healthy balance between workplace obligations and family matters. However, the frequent recurring presence of visitors or family members during work hours is not suitable due to the potential for decreased employee productivity; the health and safety issues for the visitor or members of the campus community; and the potential liability to the College.

Children and infants are welcome to visit the workplace on an occasional basis for brief visits, but Thiel College does not permit the continual presence in the workplace of children who require direct supervision in lieu of other childcare arrangements. Emergencies should be discussed with the supervisor and may be accommodated on an individual basis. It is also unacceptable for employees to request that fellow employees provide childcare in the workplace.

This policy is not intended to prohibit family members, minors, and dependents from attending cultural or athletic events, or from authorized use of the gymnasium and other facilities. This policy applies to all campus buildings, but does not prohibit visitors to apartments of Residence Hall Directors or other staff who occupy College-owned housing as part of a "live-in" position.

Parents/guardians are responsible and liable for their children and the actions of their children while on campus, and must maintain supervision of their children at all times. The College reserves the right to ask that a child leave campus if the child is disruptive or causing undue risk to the child or to another person.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Drug-Free Workplace and Substance Abuse  
Policy No:  
Effective:  
Revised:

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### DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

Thiel College is committed to providing a safe, healthy, and efficient working environment for all employees. To help achieve this goal, employees are prohibited from:

- ◆ possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- ◆ consuming alcoholic beverages while on College premises, in College vehicles, or while on College business or time, or bringing alcohol onto College premises (except at campus events where alcohol consumption is specifically permitted by the campus policies); and
- ◆ abusing prescription drugs, or possessing prescription drugs that have not been prescribed for the employee by a physician.

An employee who violates this policy is subject to corrective action up to, and including, termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.” Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

Employees using prescription drugs according to a physician’s instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify their supervisor, who may contact the Human Resources Director if job assignments need to be adjusted on a temporary basis. The College’s substance abuse program includes several components to support its efforts to remain drug-free, including:

- ◆ supervisory training;
- ◆ drug testing of job candidates for selected positions following initial job offer, and drug testing for accidents involving injury and/or property damage;
- ◆ drug testing when a supervisor suspects that an employee is “under the influence” during working hours;
- ◆ drug testing on a random basis; and
- ◆ an Employee Assistance Program (EAP).

All information relating to drug and/or alcohol screens is to be kept strictly confidential. Such information will be kept in each employee’s medical file, which will be maintained separately from the employee’s personnel file.

These medical files will be kept locked and secured, and access will be limited to certain individuals in the College. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

If employees, while performing duties for the College, are involved in an accident causing damage to property or requiring medical attention, they may be screened to determine whether they test positive for drugs and/or alcohol.

If a supervisor suspects that an individual is working under the influence of alcohol and/or drugs, the supervisor should notify the Director of Human Resources and the appropriate Cabinet representative to seek authorization to test the employee.

The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol.

While the institution does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Thiel College does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from administration in advance of detection, the College will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents in dealing with challenges and problems, such as substance abuse. Employees and/or eligible dependents can obtain contact information for the EAP in the Human Resources department or on the Human Resources Web site.

## **POLICY & PROCEDURE MANUAL**

Section: General Information

Policy: Tobacco Use

Policy No:

Effective:

Revised:

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### **TOBACCO USE**

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the College's facilities or vehicles. The use of tobacco products will be allowed in designated areas outside selected facilities during break times only. This policy relates to all work areas at all times, including before and after normal working hours.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Personal Conduct  
Policy No:  
Effective:  
Revised:

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### PERSONAL CONDUCT

Thiel College expects all employees to observe certain standards of behavior while at work and at College-sponsored events. Employees shall be responsible for ensuring that the conduct of any of their guests at a College-sponsored function is respectful and not offensive to anyone in attendance. These standards are not intended to restrict employees but to ensure a consistent application of the policies and procedures for all employees. These standards include, but are not limited to:

- Completing all documents and records accurately;
- Maintaining satisfactory attendance and punctuality;
- Performing duties and operating equipment with care to protect the safety of the employee, co-workers, and the public;
- Carrying out assigned duties and following reasonable instructions or requests from supervisors and/or administration;
- Not posting any literature, handbills, petitions, posters, or other materials on the premises without the prior approval of Human Resources or the appropriate Cabinet member;
- Refraining from soliciting funds or selling any item, commodity, or service (see Solicitation Policy);
- Not possessing weapons on the premises (see Weapons Policy);
- Refraining from any manner or form of discrimination and/or harassment, regardless of whether it is sexual, racial, religious, or related to another's gender, age, sexual orientation, veteran status or disability (See Harassment/Discrimination Policy);
- Using College property or that of another employee in an appropriate manner;
- Obtaining authorization to remove College property or another employee's property from its location;
- Refraining from misuse, theft, or destruction of College time and/or property or another employee's property;
- Remaining in your work area, on the job, and awake during working hours. Reporting to work fit for duty and not under the influence of alcohol and/or drugs and refraining from using, selling, or possessing illegal drugs on College premises or while on College business. While working, employees should only possess and take drugs that are medically authorized, approved, and determined by the employee, the employee's physician, and the College not to impair job performance or cause a safety hazard. Employees are responsible for notifying their supervisors that they are taking prescription medication if it would affect their performance on the job (See Drug-Free Workplace Policy);
- Passing a mandatory drug and/or alcohol test or not refusing to take a drug and/or alcohol test;
- Refraining from fighting, threatening, intimidating, or coercing fellow employees during working hours or at College-sponsored functions;
- Refraining from the use of foul or offensive language;

- Disclosing or using confidential or proprietary information only with proper authorization (See Confidentiality Policy);
- Personal belongings brought onto the premises should not violate any other personnel policy and should be appropriate in nature. Personal belongings brought onto Thiel College premises are the employee's responsibility.
- Using College telephones for College purposes only and not for personal business other than emergency local calls (See Personal Electronic Device Policy); and
- Not maintaining full-time employment elsewhere while you are employed full-time by Thiel College (See Policy on Other Employment).
- Failure to observe the above standards could lead to corrective action up to, and including, termination.

## **POLICY & PROCEDURE MANUAL**

Section: General information  
Policy: Use of Internet, E-Mail and Voice Mail  
Policy No:  
Effective:  
Revised:

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### **USE OF INTERNET, E-MAIL AND VOICE MAIL**

It is the policy of Thiel College to maintain access for the campus community to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is also the policy of the College that members of the campus community will use information resources with respect for the public trust through which they have been provided and in accordance with policies and regulations established from time to time by the College, its operating units, and appropriate legal authorities.

Accordingly, guidelines have been established for usage of all services that are part of the campus network. These guidelines are maintained as part of the Acceptable Use Policy on the Information Technology Web site.

## **POLICY & PROCEDURE MANUAL**

Section: General Information  
Policy: Use of Personal Electronic Devices  
Policy No:  
Effective:  
Revised:

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### **USE OF PERSONAL ELECTRONIC DEVICES**

Office telephones, and cellular phones issued to some employees, are a vital part of our business operation. Personal use of these telephones during regular work hours should be limited. In addition, use of personal cellular phones during the workday should be limited to break periods. Employees who operate College vehicles should follow safe driving practices and comply with state laws governing use of telephones while operating a vehicle.

## **POLICY & PROCEDURE MANUAL**

Section: General Information  
Policy: Professional Attire  
Policy No:  
Effective:  
Revised:

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### **PROFESSIONAL ATTIRE**

It is the intent of Thiel College that all employees dress for their own comfort during work hours while maintaining the professional image of the College to the campus community and visitors.

Employees working in office areas should dress professionally, as defined by the department supervisor. On approved casual days, employees may dress in casual Thiel College “Spirit” clothing, including blue jeans and tee shirts, although a neat, clean appearance is expected. Employees meeting with visitors on casual days should wear appropriate attire. Department supervisors may set reasonable restrictions to clothing, jewelry or cosmetic styles, and may ask an employee to change unsuitable attire if necessary.

Uniforms may be provided for employees in specific departments. Uniforms must be neat and clean, and position-appropriate footwear should be worn. In addition, personal protective equipment must be worn where prescribed for specific tasks performed by any employee.

## **POLICY & PROCEDURE MANUAL**

Section: General Information

Policy: Personal Property

Policy No:

Effective:

Revised:

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### **PERSONAL PROPERTY**

Personal belongings brought onto Thiel College premises are the employee's responsibility. While the College does all it can to protect employee's property, it cannot be held responsible for the loss or theft of personal belongings. If employees find property missing or damaged, they should report it to their supervisor immediately. The College will not be responsible for the costs of repair or replacement of personal property.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Weapons  
Policy No:  
Effective:  
Revised:

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### WEAPONS

Despite some laws that allow individuals to carry firearms in public, Thiel College prohibits anyone from possessing or carrying weapons of any kind on College property, in College vehicles, or while acting in the course and scope of one's College employment, except as otherwise provided for under the "Exceptions" section of this policy (below). This includes:

- ◆ any form of weapon or explosive;
- ◆ all firearms; and
- ◆ all illegal knives or knives with blades that are more than six (6) inches in length.

If an employee is unsure whether an item is covered by this policy, please contact Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Exceptions include the following:

1. Members of law enforcement (notably officers of the Thiel College Public Safety Department) acting in the course and scope of their duty;
2. Coaches, instructors and student participants during, and only during, College-sponsored shooting activities and competition;
3. Employees that are required to live in College housing as a condition of their employment. In such cases, the College's Director of Public Safety must be provided an inventory of weapons possessed by the employee, and must inspect and approve the storage/safe keeping accommodations of said weapons;
4. Personal vehicles of employees in designated parking areas provided said vehicle is locked and the weapon is appropriately secured within the vehicle.

While the College has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of the College to take any actions beyond those required of an employer by existing law.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Search  
Policy No:  
Effective:  
Revised:

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### SEARCH

Access to Thiel College premises is conditioned upon its right to inspect or search the person, vehicle, or personal effects of any employee or visitor. This may include any employee's office, desk, file cabinet, closet, locker, or similar location. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to the institution.

Any prohibited materials (or materials that may be found to be prohibited) that are found in an employee's possession during an inspection or search will be collected by administration and placed in a sealed container or envelope. The employee's name, date, circumstances under which the materials were collected, and by whom they were collected will be recorded and attached to the container or written upon the envelope. If after further investigation, the collected materials prove not to be prohibited, they will be returned to the employee, and the employee will sign a receipt for the contents. If the prohibited materials prove to be illegal and/or dangerous, they will not be returned to the employee but will be submitted to the appropriate law enforcement agency.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of the College, (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) is grounds for removal from campus and/or termination of employment.

## **POLICY & PROCEDURE MANUAL**

Section: General Information

Policy: Solicitation

Policy No:

Effective:

Revised:

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### **SOLICITATION**

Solicitation by an employee of another member of the campus community is prohibited during the working time of either person. Working time is defined as time when an employee is expected to be engaged in work tasks. Distribution of printed materials or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of Human Resources. Solicitation or distribution of material on College property by persons not employed by Thiel College is prohibited at all times.

## POLICY & PROCEDURE MANUAL

Section: General Information  
Policy: Violence in the Workplace  
Policy No:  
Effective:  
Revised:

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### **VIOLENCE IN THE WORKPLACE**

The safety and security of all employees is of primary importance at Thiel College. Threats, threatening and abusive behavior, or acts of violence against students, employees, visitors, or other individuals by anyone on College property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, employment termination, and/or referral to appropriate law enforcement agencies for arrest and prosecution. Thiel College reserves the right to take any necessary legal action to protect the campus community.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on College premises may be removed from the premises as quickly as safety permits and may remain off College premises pending the outcome of an investigation. Following investigation, the College will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of all relationships with the College, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying administration of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of a campus community member when the behavior has been carried out on a College-controlled site, or is connected to College employment or business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The College understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Pre-Employment Screening  
Policy No:  
Effective:  
Revised:

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### PRE-EMPLOYMENT SCREENING

During the candidate interview process for a posted position, a candidate will be asked to complete a Thiel College Employment Application, as well as a Consent and Disclosure form (for purposes of conducting background screening should the candidate be selected to receive an offer of employment).

After the decision has been made to hire an applicant, an offer of employment will be extended contingent upon successful results of the background screening, as well as drug screening or a physical examination if either is required for the position. Human Resources will be responsible for determining the facility to be used for the pre-employment screening.

The candidate will be provided with directions to the testing site. He/she must report to the site when scheduled. If the testing staff discovers that the candidate has not followed the prescribed procedures or has altered test results in any way, the candidate will no longer be eligible for employment.

The candidate should understand that passing the pre-employment screening is a part of the employment process. In the event that the candidate does not successfully pass the pre-employment screening, the offer of employment will be revoked. If the candidate should have any questions concerning the screening, all inquiries should be forwarded to the Human Resources Department. All screening results will be maintained in confidential files in the Human Resources Department. Under no circumstances will specific details of screening results of any candidate be discussed with the hiring supervisor or anyone else except for those individuals in the Human Resources Department authorized to deal with this confidential information.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Employment Eligibility Documents  
Policy No:  
Effective:  
Revised:

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### EMPLOYMENT ELIGIBILITY DOCUMENTS

Federal regulations require Thiel College to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Human Resources Department is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. Human Resources will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated. If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact Human Resources immediately.

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: Employment Records  
Policy No:  
Effective:  
Revised:

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### **EMPLOYMENT RECORDS**

Thiel College is required to keep accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations, to keep benefits information up-to-date, and to make certain that important mailings reach all employees. The College considers the information in employment records to be confidential.

Employees must inform Thiel College of any necessary updates to their personnel file such as a change of address, telephone numbers, emergency contact, marital status, number of dependents, or military status. Employees should also inform their supervisor and Human Resources of any outside training, professional certifications, education, or any other change in status. Thiel College will only verify dates of employment and job titles to outside agencies inquiring by telephone. No other information will be given out about an employee without written authorization from the employee, except what is required to comply with the law.

A current employee may make an appointment to review the contents of his/her personnel file in the Human Resources department during regular office hours, provided the request is made at least one working day in advance. An employee may not remove the personnel file or its contents from the Human Resources department.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: New Employee Orientation  
Policy No:  
Effective:  
Revised:

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### NEW EMPLOYEE ORIENTATION

In an effort to insure a smooth transition to Thiel College, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee's supervisor and the Human Resources Department. Human Resources will be responsible for providing new employees with:

- ◆ A history of Thiel College;
- ◆ An explanation of the general organization of Thiel College, along with its statements of identity, mission, vision and values; and
- ◆ An overview of the policies, procedures, and benefits for employees of Thiel College.

All new employees must attend an orientation session. During the orientation session, the employee will receive information about accessing the online employee handbook and other resources, and initial training on key policies for all members of the Thiel College campus community. The new employee's supervisor is responsible for ensuring that each employee attends an orientation session, reviews the online handbook, and completes the handbook acknowledgement. In addition, supervisors are responsible for all job-specific training.

Supervisors should ensure that they maintain frequent communication with new employees, especially during the first few weeks of employment. New employees should also be encouraged to contact Human Resources staff with any questions regarding the employee handbook, general campus information or employment matters.

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: Introductory Period  
Policy No:  
Effective:  
Revised:

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### **INTRODUCTORY PERIOD**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Thiel College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Thiel College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new employees work on an introductory basis for the first six months after their date of hire. If Thiel College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security. Full-time employees may be eligible for other benefits, and will be provided information on such benefits at time of hire. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Prior to, or at the end of the introductory period, the supervisor must complete a written evaluation of the introductory employee's performance and make a specific recommendation to continue or to terminate the employment. Evaluation forms are provided by the Human Resources department.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Hours of Work  
Policy No:  
Effective:  
Revised:

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### HOURS OF WORK

The standard workweek at Thiel College is dependent upon the employee's department and whether the employee is exempt or nonexempt. Most nonexempt employees work a seven-and-one-half-hour workday; some departments require an eight-hour workday. Workday lengths for exempt employees are determined primarily by their current workloads. General office hours are established for each College department. As starting and ending times vary within departments and office locations, the supervisor of each department will determine the schedule for his/her department. The workweek commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at midnight.

An unpaid thirty (30) minute meal period is provided to any employee who works a minimum of six (6) hours per day. The normal meal period should occur approximately halfway through the workday. However, certain departments may require alternate meal periods. Non-exempt employees should clock out for their lunch periods or record their lunch periods on their time sheet, as well as at the start and end of the work day and when leaving the workplace.

Non-exempt employees may take a fifteen (15) minute break during each full workday. Normally, employees are not to leave the premises during this paid break period. With the approval of the supervisor, employees may extend the meal period by extending their workday for time taken in excess of the half-hour meal period, by taking the time off without pay, or by foregoing the daily 15-minute break and adding that to the half-hour meal period. Such approvals are dependent upon the needs of the department and the coordination of break times for all employees within the department. Thiel College reserves the right to modify an employee's starting and quitting time as well as the number of hours worked to accommodate business needs.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Inclement Weather  
Policy No:  
Effective:  
Revised:

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### INCLEMENT WEATHER

It is imperative that employees make every effort to report to work in the event of inclement weather, including, but not limited to, snow, ice, freezing rain, or flood. Employees should also make every effort to remain at work in the event inclement weather occurs during their work schedule. Employees will be permitted to use accrued vacation or personal time, to make up time lost due to inclement weather, or, at the discretion of the supervisor, the employee may make up the missed time during the same pay week in which the time was missed.

In the event of an emergency on campus, Thiel College will make an announcement to the appropriate media regarding the level of the emergency as follows:

- Level I – One or more College buildings are closed. Employees in specific departments as determined by the Cabinet do not report to work.
- Level II – The College is open; classes are cancelled (see further information regarding class cancellations in the faculty handbook). All non-teaching staff report to work.
- Level III – The College is closed. Employees do not report to work, with the following exceptions:
  - Public Safety staff to provide necessary security;
  - Maintenance staff to perform necessary maintenance tasks;
  - Student Services staff, if students are in residence at the time of the emergency, to perform necessary student support tasks;
  - Food Service staff, if students are in residence at the time of the emergency, to provide meals; and
  - Other staff as deemed appropriate by the Cabinet at the time of the emergency.

In the event that employees are not required to report to work, those employees will be informed by the appropriate supervisors. Those employees will receive compensation for that day, if normally scheduled to work at that time.

All employees required to report to work are expected to do so. Failure to report to work will be considered an unexcused absence.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Performance Reviews  
Policy #:  
Effective:  
Revised:

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### PERFORMANCE REVIEWS

In order to ensure that all employees receive regular feedback on their performance, supervisors should evaluate the job performance of every employee who works for them on a regular basis. Performance reviews establish a performance history with the College and are used in performance, promotion, transfer and merit increase decisions. Original completed Performance Reviews are maintained in the employee's personnel file located in the Human Resources Department, or in the office of the Vice President for Academic Affairs for members of the faculty.

Goals and objectives should be reviewed with the employee at the beginning of the review period to ensure that he/she understands and agrees with all performance criteria. All new employees should be given goals and objectives within 90 days of beginning employment. The employee's performance should be reviewed periodically with feedback and direction regarding all performance criteria.

The supervisor should conduct regular, timely performance reviews of each employee. Non-exempt employees should be reviewed at the completion of the introductory period, and annually on the employee's position anniversary date. Supervisors may choose to schedule annual reviews of all nonexempt staff at the same time during the year to suit the department schedule. Exempt employees may be reviewed annually in conjunction with the June 30 fiscal year end. Faculty with full Professor rank may receive periodic evaluations on a less frequent basis.

A performance evaluation is not necessarily linked with a salary increase, and a supervisor may review an employee's performance more often than is suggested by this policy. In addition to evaluating the employee's performance of position-specific duties, the review may include other factors such as dependability, quality and quantity of work, interpersonal skills, and judgment. The supervisor should use a "coaching" approach to guide an employee's progress in the current position, to discuss ways in which performance can be improved, and when appropriate, to explore the potential for advancement. Supervisors are encouraged to maintain ongoing dialogue and documentation of all discussions regarding an employee's performance, and to discuss crucial performance issues immediately with the employee.

Performance Review forms will be provided by the Human Resources Department. The supervisor should discuss the completed Performance Review forms with the supervisor's Cabinet representative or President, and obtain that individual's approval signature, before the performance review conference takes place with the employee. Following the conference, the employee and the employee's supervisor will sign the form, acknowledging that it has been reviewed with the employee. Employees should be encouraged to include or attach any written comments to the Performance Review form. The employee may request a further review of the evaluation results by the Cabinet representative or President. Such comments represent the final results of the performance review.

The Performance Review form with any attached comments will become a part of the employee's personnel file. The completed form should be forwarded to the Human Resources Department, and a copy provided to the employee.

When an employee is away from work due to a leave of absence greater than sixty (60) days, and any part of the leave includes or occurs within the sixty (60) days immediately preceding the review date, the employee's review will be rescheduled following the employee's return to work.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Other Employment  
Policy No:  
Effective:  
Revised:

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### **OTHER EMPLOYMENT**

While Thiel College does not prohibit employees from having a second job, secondary employment must not affect the employee's work hours, interfere or conflict with the employee's regular duties, raise any ethical concerns, or necessitate long hours that may impact the employee's working effectiveness.

Full-time employees that maintain or are contemplating secondary employment are required to notify their supervisor, including identification of the secondary employer, the nature of the duties performed, and the anticipated time the employee will devote to the secondary employment. Under no circumstances are employees to use College resources, equipment or funds to assist with any outside employment. Additionally, no outside employment is to interfere or compete with one's work obligations to the College.

Please see the Faculty Handbook for provisions specific to that group of employees.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Posting of Available Positions  
Policy No:  
Effective:  
Revised:

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### POSTING OF AVAILABLE POSITIONS

Job openings may occur from time to time either through normal attrition or an administrative decision to create new or additional jobs. It is Thiel College's intention to post all positions below Cabinet level to enable current employees to indicate an interest in being considered for an open position. Whenever possible, available positions will be filled by qualified employees within the College.

Position openings must be approved by the Department's Cabinet Representative, the Director of Human Resources, the Vice President for Finance, and the President. Human Resources will usually post available positions on the Thiel College Web site and in the employee newsletter, TNotes, during its regular publication cycle. Positions may be posted externally in appropriate venues. In the event that a supervisor anticipates that a position will be filled from within his/her department, the position may not be posted but above approvals must be obtained, and the position should be announced to all employees within the department to give qualified employees the opportunity to express their desire to be considered for the position.

Employees applying for posted positions must have completed a minimum of six (6) months in their current position. This provision may be waived with the approval of the employee's current supervisor and the Director of Human Resources.

To apply for an open position, an employee must submit requested application materials as directed in the posting. Interviews will be scheduled by the hiring supervisor. The intent to offer an approved position to a selected internal candidate must be approved by the Department's Cabinet Representative, the Director of Human Resources, the Vice President for Finance, and the President prior to extending an offer of employment. Upon completion of the interview process, the hiring supervisor should inform all internal candidates regarding the final selection.

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: Transfers / Promotions  
Policy No:  
Effective:  
Revised:

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### **TRANSFERS / PROMOTIONS**

Thiel College is committed to the professional development of its employees. In an effort to retain our experienced employees, transfers and promotions within the College are encouraged. At the College's discretion, it may require or permit employees to make temporary or permanent transfers in order to accommodate business needs or employees' personal needs. Employees may request a transfer to another department or location by submitting application materials as directed in the position posting. Employees requesting transfers to other locations should make those requests through their supervisors. Supervisors should obtain approval for the transfer from the appropriate Cabinet representative and the Director of Human Resources. Employee transfers or promotions should not create a direct or indirect supervisor/subordinate relationship with an immediate family member.

Employees' rates of pay (including exempt or non-exempt status), after the transfer or promotion, will be determined according to the compensation guidelines for the new position.

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: Employment of Relatives  
Policy No:  
Effective:  
Revised:

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### **EMPLOYMENT OF RELATIVES**

While the College has no prohibition against hiring relatives of other employees, the College normally does not permit the employment of any close relatives (parent, child, spouse, sibling, in-laws, or any member of the same household) within the same department. Thiel College may hire a relative of a current employee if the applicant is the most qualified candidate for an open position.

Likewise, persons in a close personal relationship should not normally be employed in a supervisor-subordinate relationship, in order to avoid favoritism or the appearance of preferential treatment.

Exceptions to the guidelines above can be made upon the recommendation of the appropriate Cabinet member, approval of the President, notification to the Human Resources office, and an annual review of the situation to ensure that Thiel's best interests are being served.

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: Employment at Will  
Policy No:  
Effective:  
Revised:

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### **EMPLOYMENT AT WILL**

Employment at Thiel College is on an “at-will” basis. Employees are free to discontinue their employment at any time, for any reason, and Thiel College retains that same right. The information in this policy manual or in any other materials or information distributed by the College should not be construed as creating a contract of employment between an employee and Thiel College. No statements to the contrary, written or oral made either before or during an individual’s employment can change this, nor can any individual supervisor or member of administration make a contrary agreement, except for the President, and even then, such an agreement must be set forth in a written document, signed by the President.

Exceptions to the “at-will” basis of employment apply to certain College executives or to faculty members who have achieved tenure status (see policy on Employment Contracts, or the faculty handbook).

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: Employment Contracts  
Policy No:  
Effective:  
Revised:

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### **EMPLOYMENT CONTRACTS**

Employment at Thiel College is usually on an “at-will” basis (see policy on Employment at Will). In those cases in which an individual is offered an employment contract, such as certain College executives, or faculty members who have achieved tenure status (please see the faculty handbook), the contract must be signed by the President, or in the case of the President’s contract, the Chairman of the Board of Trustees, in order to bind the College.

## POLICY & PROCEDURE MANUAL

Section: Employment  
Policy: Leaving Employment  
Policy No:  
Effective:  
Revised:

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### LEAVING EMPLOYMENT WITH THE COLLEGE

An employee who voluntarily terminates employment by resignation or retirement is requested to give at least two weeks' notice to the College. A letter of resignation or intent to retire should be submitted to the employee's supervisor, with a copy to Human Resources for the employee's personnel file. All property issued by the College to the employee must be returned to the College prior to the receipt of the employee's final pay. The employee's supervisor will verify property return on the Employee Termination Report, which will also provide a forwarding address for the departing employee.

When employees leave Thiel College, they will be invited to participate in an exit interview with the Director of Human Resources on or before the last day of work. The primary purpose of the exit interview is to ask for valuable feedback about the employee's work experiences at Thiel College. The employee will also receive preliminary information regarding continuation of benefits, if applicable. Participation in an exit interview is strictly voluntary.

When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave of absence may be explored if the employee has a good work record and has sufficient length of service.

## **POLICY & PROCEDURE MANUAL**

Section: Employment  
Policy: References  
Policy No:  
Effective:  
Revised:

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### **REFERENCES**

All inquiries regarding employees who are currently employed or who have been previously employed by Thiel College are to be referred to Human Resources.

Frequently a new employer will inquire about an employee's character or abilities. This information is considered confidential and may not be released. Human Resources will only provide confirmation of information provided by the employee or former employee to a third party; such confirmation is limited to dates of employment and job title. The only exception to the above statement is that Human Resources may release salary information to credit institutions when such information will assist the employee in securing credit, provided the request for salary information is made in writing and the employee authorizes release of the information.

An employee, or former employee, may request individual letters of reference from other employees or supervisors.

## POLICY & PROCEDURE MANUAL

Section: Compensation  
Policy: Employee Classifications  
Policy No:  
Effective:  
Revised:

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### EMPLOYEE CLASSIFICATIONS

The federal Fair Labor Standards Act (FLSA) requires all employees to be classified according to the overtime provisions of the law. For the purpose of paying any compensation, all employees are classified as either “Exempt” or “Non-Exempt” from overtime compensation. All determinations of wage classification status are made through the job evaluation process.

Exempt employees include those executive, administrative, professional and technical employees whose duties and responsibilities allow them to be exempt from overtime pay according to the provisions of the FLSA and any applicable state laws. Exempt employees typically receive pay in the form of a salary per year, per month, or other periodic schedule.

Non-exempt employees include those whose duties allow them to receive overtime pay for hours worked in excess of 40 hours per week. In other words, they are “not exempt” from receiving overtime pay according to the provisions of the FLSA and applicable state laws. Non-exempt employees typically receive pay in the form of an hourly wage rate.

In addition, the Human Resources Department is responsible for classifying employees into the following categories for eligibility to receive certain benefits offered by Thiel College.

1. FULL-TIME – An employee who is normally scheduled to work an average of thirty (30) hours per week.
2. PART-TIME – An employee who is expected to establish a continuity of service, but is scheduled for no more than 950 hours per year.
3. TEMPORARY [or SEASONAL] – An employee who is hired for a specific period of time and is not expected to establish a continuity of service. It is expected that an employee should not remain in temporary job status longer than six (6) months.

All employees, regardless of position type (Faculty, Adjunct, Executive, Administrative, Professional, Technical, Skilled, Clerical or Service) will be classified as either Exempt or Non-Exempt, and as either Full-Time, Part-Time or Temporary/Seasonal at the time of hire, transfer or promotion.

## POLICY & PROCEDURE MANUAL

Section: Compensation  
Policy: Time Reporting  
Policy No:  
Effective:  
Revised:

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### TIME REPORTING

Non-exempt employees must clock in and out or record their daily worked hours on a time sheet or other time record. These time records, signed by the employee and approved by the supervisor, are used to compute earnings and are kept as a permanent record. Each employee is responsible for accurate clocking or recording of time worked; supervisors may note any inaccuracies on the time record before it is approved and submitted for payment.

Clocking another employee's time card in or out, or marking another employee's time sheet, is a violation of College policy and is grounds for immediate termination.

Exempt employees are not required to track hours worked unless requested to do so for reasons other than payment of salary. Non-faculty exempt employees must submit a monthly Benefit Time Record to track vacation, sick, or personal days used, if eligible for those benefits, as well as any other absences occurring during the month. The exempt employee's supervisor will indicate approval of the record before it is submitted to Human Resources.

## **POLICY & PROCEDURE MANUAL**

Section: Compensation

Policy: Overtime

Policy No:

Effective:

Revised:

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### **OVERTIME**

When business conditions require, employees may be required to work overtime. When this occurs, employees' supervisors will make every effort to provide timely advance notice. Such a request for overtime is mandatory.

A non-exempt employee's supervisor must approve all overtime in advance of that employee working overtime. Non-exempt employees will be paid one and one half times their regular rate of pay for all hours worked in excess of 40 in one workweek.

Only hours actually worked will be included as time worked in the computation of overtime. Exempt employees are not eligible to be paid overtime.

## POLICY & PROCEDURE MANUAL

Section: Compensation

Policy: Recall to Work

Policy No:

Effective:

Revised: March 28, 2011

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### RECALL TO WORK

When a non-exempt employee is recalled to work after having completed the regularly scheduled workday, the employee will be paid **time and one half** for all hours worked on recall **but will be paid a minimum of two (2) hours even if the job takes less than two hours**. No employee is to be recalled to work unless a situation is deemed to be urgent by the supervisor.

An employee recalled to work should clock in and out, or record actual times in and out, when recalled to work.

## POLICY & PROCEDURE MANUAL

Section: Compensation  
Policy: Pay Day  
Policy No:  
Effective:  
Revised:

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### **PAY DAY**

Non-exempt employees are paid on a biweekly schedule every other Friday. Exempt employees are paid on or about the 28<sup>th</sup> of each month. Any adjustments to scheduled pay days because of holidays or other events will be announced in advance.

To allow for payroll processing time, non-exempt employee records for the two week period ending the Saturday prior to the pay date must be submitted to Payroll no later than noon the Monday of pay week. All activity submitted approximately seven (7) work days prior to a scheduled exempt payday will be included in that month's pay. Items received after these submission deadlines will be processed in the next available pay cycle. Adjustments to time record submission deadlines will be announced in advance.

A new employee's first pay is by check; subsequent pays are directly deposited into an employee's bank account(s) of choice.

## **POLICY & PROCEDURE MANUAL**

Section: Compensation  
Policy: Payroll Advances / Loans  
Policy No:  
Effective:  
Revised:

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### **PAYROLL ADVANCES / LOANS**

Requests for employee payroll advances will be treated as unusual requests, and will only be considered in extreme circumstances on a case-by-case basis. Before a payroll advance can be made, the approval of the President or Vice President of Finance and the appropriate Cabinet member must be obtained, and the employee must sign a promissory note to repay the advance.

A payroll advance will be treated as income on the employee's next available pay, and will be taxed appropriately. A corresponding deduction for the cash advance will be included on that pay.

Employees are encouraged to use their banking institution or other resources whenever advances are needed.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Eligibility for Benefits  
Policy No:  
Effective:  
Revised:

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### ELIGIBILITY FOR BENEFITS

An employee's eligibility to participate in the Thiel College group benefits programs is determined by the following classifications:

- ◆ Full-time employees who are regularly scheduled to work an average of at least 30 hours per week are eligible for the complete College group benefit package.
- ◆ Temporary full-time and part-time (or seasonal) employees are eligible for only those benefits mandated by law (Social Security, Unemployment Compensation, Workers' Compensation).

## **POLICY & PROCEDURE MANUAL**

Section: Benefits  
Policy: Health and Welfare Benefits  
Policy No:  
Effective:  
Revised:

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### **HEALTH AND WELFARE BENEFITS**

Once employees have met the appropriate eligibility requirements, they may elect to participate in the group health and welfare benefits offered by Thiel College. A current summary of such benefits is maintained in the Human Resources department and is available on the Human Resources Web site. More detailed information about each group benefit plan can be found in the plan documents maintained in Human Resources and the summary plan descriptions (SPDs) for such plans. SPDs are the official documents regarding employee benefit plans and supersede all references to employee benefits in this manual.

Thiel College may pay a portion of the cost of group benefits for employees. Employee contributions will be deducted from gross pay on a pre-tax basis where applicable according to the Thiel College Section 125 plan.

Information on the group benefits available in the plan year to eligible employees, and any associated employee premium contributions, is available in the Human Resources Department and on the Human Resources Web site.

## **POLICY & PROCEDURE MANUAL**

Section: Benefits  
Policy: Retirement Plan  
Policy No:  
Effective:  
Revised:  
Reviewed by the TPA:

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### **RETIREMENT PLAN**

Thiel College provides a defined contribution retirement plan to eligible employees. The College determines each plan year the College's contribution rate to the plan on behalf of eligible employees. Eligibility requirements, and other features of the plan, are described in the plan document in the Human Resources department, and in the summary plan description (SPD) for the plan.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Paid Time Off - Vacation  
Policy No:  
Effective:  
Revised:

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### PAID TIME OFF - VACATION

Full-time, regular employees become eligible to earn paid vacation time at the date of hire, and become eligible to schedule paid vacation time off following completion of six months of full-time employment. Temporary and part-time employees are not eligible for the paid vacation benefit.

Earned vacation benefit time will be prorated for the portion of the calendar year during which an employee is eligible during the first year and during the final year of full-time employment. Earned vacation does not accrue during periods of unpaid absence (short-term disability leave, FMLA leave, or other unpaid leaves of absence) and will be adjusted for such absences during each year of active employment. Any unearned vacation time taken in advance during the final year of employment will be recovered on the employee's final paycheck.

Full-time employees whose positions are staffed for 12 months per year will be eligible for paid vacation time according to the following schedule:

<u>Years of full-time Service Completed</u>	<u>Annual Vacation Days Available</u>
1 to 4	10 days
5 to 9	15 days
10 or more	20 days

Full-time non-exempt employees whose positions are staffed for less than 12 months per year will be eligible for prorated paid vacation time based on the above schedule.

Full-time exempt employees who are appointed to less-than-12-month positions will not be entitled to paid vacation benefit time.

Earned vacation available to each eligible employee will be distributed by the Human Resources Department early in the calendar year, and will show the amount of vacation time each eligible employee will have earned based on full-time years of service at the time of the employee's full-time anniversary date. Vacation time remaining at December 31 each year must be used by June 30 of the following year or will be forfeited.

Vacation schedules must be approved in advance by the employee's supervisor and may be taken in segments of one-half day or more. The supervisor will determine vacation schedules based primarily on the staffing needs of the department, with consideration given to employee seniority. No more than the number of hours in an employee's regular workday will be paid for a single vacation day. Vacation benefit hours are not counted in the computation of overtime payment for non-exempt employees.

Non-exempt employees must record any used vacation benefit time on the original time record for each pay period. Exempt employees may record used benefit days on the monthly benefit log, submitted to the Human Resources Department at the end of each month.

Unused vacation time remaining at time of employment termination for any reason will be forfeited.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Paid Time Off - Sick Leave  
Policy No:  
Effective:  
Revised:

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### PAID TIME OFF – SICK LEAVE

The primary purpose of the sick leave benefit is to protect an employee against loss of income during periods of illness. Full-time, regular employees become eligible to earn paid sick time at the date of hire, and become eligible to schedule paid sick time off following completion of three months of full-time employment. Temporary and part-time employees are not eligible for the paid sick leave benefit.

The maximum amount of sick leave earned by an eligible employee in each calendar year is five (5) days. Earned sick leave benefit time will be prorated for the portion of the calendar year during which an employee is eligible during the first year and during the final year of full-time employment. Any unused sick leave may be carried forward into the following year of active employment, to a maximum accrual of 15 days. Earned sick leave does not accrue during periods of unpaid absence (short-term disability leave, FMLA leave, or other unpaid leaves of absence) and will be adjusted for such absences during each year of active employment. Any unearned sick leave time taken in advance during the final year of employment will be recovered on the employee's final paycheck.

Full-time exempt employees who are appointed to less-than-12-month positions will not be entitled to paid sick leave benefit time.

An eligible employee who intends to utilize the paid sick leave benefit must notify the employee's supervisor on the first day of illness. A physician's certificate is required for an employee to return to work following an absence of three or more consecutive sick leave days. If sick leave is used for the purpose of caring for a member of the employee's immediate family, a certificate from the family member's physician is required for an employee to return to work following an absence of three or more consecutive sick leave days. No more than the number of hours in an employee's regular workday will be paid for a single sick leave day. Sick leave hours are not counted in the computation of overtime payment for non-exempt employees.

Non-exempt employees must record any used sick leave benefit time on the original time record for each pay period. Exempt employees may record used benefit days on the monthly benefit log, submitted to the Human Resources department at the end of each month.

Unused sick time remaining at time of employment termination for any reason will be forfeited.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Paid Time Off - Personal Days  
Policy No:  
Effective:  
Revised:

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### PAID TIME OFF - PERSONAL DAYS

Full-time, regular employees become eligible to earn paid personal leave at the date of hire, and become eligible to schedule paid personal leave following completion of three months of full-time employment. Temporary and part-time employees are not eligible for the paid personal leave benefit.

The maximum amount of personal leave earned by an eligible employee in each calendar year is one (1) day. Earned personal leave benefit time will be prorated for the portion of the year during which an employee is eligible during the first year and during the final year of full-time employment. Any unused personal leave may be carried forward into the following year of active employment to a maximum accrual of 3 days. Earned personal leave does not accrue during unpaid periods of absence (short-term disability leave, FMLA leave, or other unpaid leaves of absence), and will be adjusted for such absences during each year of active employment. Any unearned personal leave time taken in advance during the final year of employment will be recovered on the employee's final paycheck.

Full-time exempt employees who are appointed to less-than-12-month positions will not be entitled to paid personal leave benefit time.

An eligible employee who intends to utilize the paid personal leave benefit must notify the employee's supervisor as soon as the need for the absence is known. No more than the number of hours in an employee's regular workday will be paid for a single personal leave day. Personal leave hours are not counted in the computation of overtime payment for non-exempt employees.

Non-exempt employees must record any used personal leave benefit time on the original time record for each pay period. Exempt employees may record used personal leave benefit days on the monthly benefit log, submitted to the Human Resources Department at the end of each month.

Unused personal time remaining at time of employment termination for any reason will be forfeited.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Holidays  
Policy No:  
Effective:  
Revised:

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### HOLIDAYS

Full-time employees are eligible for the following paid holidays, as well as any other paid days off that Cabinet may approve. Changes to this list may be determined by the Cabinet according to the academic calendar in any given year.

New Year's Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Christmas Day

If any of these designated holidays should occur on a Saturday, then the preceding Friday is the non-working paid holiday. When the holiday falls on a Sunday, then the following Monday is considered to be the non-working paid holiday.

To be eligible for a paid holiday, the employee must be in a compensable status on the work days immediately preceding and following the designated holiday. Compensable time for this purpose includes worked time; non-worked time paid as vacation, holiday, sick, bereavement, personal, or jury duty time; or unpaid time off due to a work-related illness or injury, unless the compensation carrier is paying wages during the period of absence. Employees on unpaid leaves of absence (family medical leave, short-term disability, etc.) are not entitled to compensation from Thiel College for holidays occurring during the leave period.

A non-exempt employee who works as scheduled on a paid holiday will receive the holiday pay plus time and one-half payment for the number of hours worked on the holiday. For purposes of overtime calculation, paid holiday hours do not count as hours worked unless the non-exempt employee actually worked on the holiday.

A Holiday schedule is published periodically in T-Notes and on the College Web site.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Additional Paid Time Off  
Policy No:  
Effective:  
Revised:

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### **ADDITIONAL PAID TIME OFF**

The Thiel College Cabinet may approve additional Paid Days Off (PDO) during the calendar year. Such days may be approved to bridge holiday periods or for other purposes as determined by the Cabinet. Announcements regarding approval of additional Paid Days Off will be communicated to employees via T-Notes, email or other mass communication.

Additional Paid Days Off are available to regular full-time employees only, who must be in a compensable status on the regular work days immediately preceding and following the approved additional Paid Days Off. Cabinet representatives may approve, in advance, substitute Paid Days Off during the thirty (30) days immediately preceding or following the approved paid day(s) off for those regular full-time employees who are required to work any of the initially approved Paid Days Off.

Regular full-time employees become eligible for additional Paid Days Off beginning the first of the month following ninety (90) days of full-time employment. Additional Paid Days Off are not available to otherwise eligible employees during periods of absence (short-term disability leave, FMLA leave, other unpaid leave).

Eligible employees will record additional Paid Days Off according to the codes assigned when the additional Paid Days Off are announced. Non-exempt employees must record additional Paid Days Off on the original time record for each pay period. Exempt employees may record additional Paid Days Off on the monthly benefit log, submitted to Human Resources at the end of each month.

Part-time and temporary employees are not eligible for this Paid Days Off benefit, but may be scheduled off work without pay as determined by the supervisor during periods of department closure.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Family and Medical Leave  
Policy No:  
Effective:  
Revised:

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### FAMILY AND MEDICAL LEAVE

The College's family and medical leave policy is available to employees with at least 12 months of service and who have worked at least 1,250 hours within the preceding 12-month period. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during the calendar year (based on a 12-month rolling calendar) for the following reasons:

- ◆ The birth of a child or to care for a child within the first 12 months after birth;
- ◆ The placement of a child with the employee for adoption or foster care within the first 12 months of placement;
- ◆ To care for an immediate family member who has a serious health condition; or
- ◆ For a serious health condition that makes the employee unable to perform the functions of his/her position.

For purposes of this policy, a child is defined as a natural, adopted or foster child, a stepchild or a legal ward. If the child is over 18, he/she must be unable to care for himself/herself due to a disability.

When requesting leave, the employee must provide the College with at least 30 days of advance notice whenever possible. Medical certification will be required if the leave request is for the employee's own serious health condition or to care for a family member's serious health condition. Failure to provide the requested medical certification in a timely manner may result in denial of the leave until it is provided. Because the College wishes to ensure the well-being of all employees, any employees returning from FMLA for his/her own serious health condition will need to provide a Fitness for Duty statement signed by his/her treating physician. An employee failing to provide a Fitness for Duty statement will not be permitted to resume work until it is provided. Qualifying FMLA leave will not be counted as an absence under the College's attendance policy.

The College, at its expense, may require an examination by a second health care provider designated by Thiel College if the College has a reasonable question regarding the medical certification provided by the employee.

Thiel College will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the College for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Employees must use any accumulated sick, vacation time, or personal time (PTO) to the extent available during this leave period, unless such leave is covered under Workers' Compensation, in which case the employee may use accumulated leave time for the purpose of satisfying any waiting

period. Absences in excess of these accumulated days will be treated as leave without pay. Upon return from leave, the employee will be restored to his/her original or an equivalent position. If an employee fails to return at the end of FMLA leave, the employee will be considered to have voluntarily resigned his/her position with the College.

If the employee and his/her spouse both work for the College, they are both eligible for leave. In cases other than the employee's own serious health condition, the total leave period for the employee and the employee spouse may be limited to 12 weeks total (combined).

It may be medically necessary for some employees to use intermittent FMLA leave. The College will work with employees to arrange reduced work schedules or leaves of absence in order to care for a family member's serious medical condition or their own serious medical condition. Leave because of the birth or adoption of a child must be completed within the 12-month period beginning on the date of birth or placement of the child. It may not be taken intermittently without special permission from Human Resources.

If an employee requests an extension of leave beyond the 12-week period because of his/her own serious medical condition, the employee must submit medical certification of a continued serious health condition in advance of the request. The College will review such requests on a case-by-case basis in order to determine whether it can reasonably accommodate such a request. Reinstatement is not guaranteed when granted extended leave and will depend upon the business needs of the College.

When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Military / Reserve Leave  
Policy No:  
Effective:  
Revised:

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### MILITARY / RESERVE LEAVE

Thiel College will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.

An employee's salary will not continue during military leave unless required by law. However, employees may request to use any vacation or personal leave time [or PTO] accrued during military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees were participants in the Thiel College Defined Contribution Retirement Plan at the time they left for military duty, they will also be permitted to make additional contributions to the plan. Employees may initiate these additional payments as of their re-employment date and continue them for the period of time permitted by law.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time [or PTO]. However, employees may elect to have their reserve duty period be considered as vacation time [or PTO] to the extent they have such time available.

## **POLICY & PROCEDURE MANUAL**

Section: Benefits  
Policy: Personal Leave of Absence  
Policy No:  
Effective:  
Revised:

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### **PERSONAL LEAVE OF ABSENCE**

There may be an occasion when an employee is faced with an emergency or special circumstance and needs to request a personal leave of absence. The employee's supervisor, in conjunction with Human Resources, may grant approval for such a leave of absence after considering the reason and length of the leave, the employee's length of service and work record, and the staffing needs of the department. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least three months of full-time service at the time of the request.

An employee may apply for a personal leave of absence by submitting a written request to the supervisor as far in advance as possible, describing the nature of the leave, the dates the employee expects to be away from work, and the date the employee intends to return. If the leave is due to an emergency, the notice period will be waived.

Generally, a personal leave of absence shall not exceed two (2) calendar weeks. A longer personal leave of absence may be granted only under extreme circumstances. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

An employee who is granted a personal leave of absence is expected to exhaust any available paid time off before the leave status changes from paid to unpaid. Unless required by applicable law, employees will not accrue additional paid time off while on an unpaid leave of absence.

If an employee takes an approved personal leave of absence, other group benefits may be affected. The College cannot guarantee that an employee's original position or an equivalent position will be available when the employee returns from a personal leave of absence.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Bereavement Leave  
Policy No:  
Effective:  
Revised:

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### **BEREAVEMENT LEAVE**

Full-time employees are eligible to receive paid bereavement leave upon hire. Temporary and part-time employees are not eligible for paid bereavement leave.

A paid leave of up to three days may be granted to an eligible employee for the purpose of arranging for and attending the funeral of a member of the employee's immediate family. The immediate family includes parents (including step-parents and parents-in-law) spouse, children (including step-children or adopted children), brothers and sisters (including brothers- and sisters-in-law). If the deceased relative is not a member of the employee's immediate family, the employee may be absent one day with pay to attend the funeral.

Additional leave due to bereavement reasons may be requested by an employee according to the provisions of the Personal Leave of Absence policy.

The College may send a floral tribute or other memorial, such as a contribution to a designated charity, upon the death of an employee, employee's spouse, employee's parents, or employee's child.

## **POLICY & PROCEDURE MANUAL**

Section: Benefits  
Policy: Jury Duty / Witness Service  
Policy No:  
Effective:  
Revised:

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### **JURY DUTY / WITNESS SERVICE**

Full-time, part-time, or temporary employees called to serve on a jury or to testify as a voluntary witness at the request of Thiel College (by subpoena or otherwise) will be paid for the day or days in which the court requires attendance, if those days of court attendance are regularly scheduled work days for the employee. If employees are subpoenaed to appear in court as witnesses, but not at the request of Thiel College, they will be excused from work in order to comply with the subpoena but will not be paid for the time.

Employees must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day he/she is normally scheduled to work or if the employee is excused before serving three hours of jury duty, he/she is expected to report to work.

Compensation for jury duty or witness service on behalf of Thiel College will be the difference between the employee's straight time base rate of pay and any compensation received for jury duty or witness service. Compensation for witness service will only be paid if the employee is summoned for witness service by Thiel College.

Copies of the vouchers received from the court showing compensation (excluding mileage) and dates served should be submitted to the employee's supervisor. The supervisor will forward these copies to the Human Resources Department.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Tuition Benefits  
Policy No:  
Effective:  
Revised:

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### TUITION BENEFITS

Tuition Remission is intended to provide employees and their eligible dependents the opportunity of a college education at a substantially reduced cost. The benefit shall be granted to an eligible employee or dependent who has applied for admission and has been accepted and/or enrolled consistent with the College's admissions standards. Employees who enroll for classes but are not seeking a degree need not apply for admission as described above.

Following completion of one year of service to Thiel College, full-time employees and/or their eligible dependents may apply for full (100%) tuition remission and part-time employees (defined below) and/or their dependents may apply for remission of one-half (50%) of tuition charges. All fees, books, supplies and any related costs are the responsibility of the employee or dependent. This benefit becomes available to the employee and/or dependent at the beginning of the first academic term following completion of the one-year service requirement.

To be eligible for the full-time tuition remission benefit, an employee must meet requirements to be considered eligible for all other full-time benefits as described in the Employee Classification Section of the Thiel College Employee Handbook and must be actively employed on a full-time basis during the academic term to which the benefit applies. Full-time employees on approved leaves of absence will be considered actively employed for the tuition remission benefit; however, tuition remission benefits will cease when an employee's leave of absence exceeds six (6) months. In such cases, the tuition benefit will cease at the start of the academic term (including summer terms) immediately following the six-month leave expiration date.

To be eligible for the part-time tuition remission benefit, a part-time employee must be actively employed at Thiel College for 15 hours or more per week during the academic term to which the benefit application applies. Meeting this eligibility during spring term will allow benefits for May, June and July sessions. Verification of this status will be obtained from the director of the employee's department.

Eligible dependents include the spouse and/or children who are named as dependents on the employee's IRS Form 1040, and/or who maintain a permanent residence with the employee. In general, tuition remission will be available to an eligible employee's spouse or dependent child for a maximum of eight (8) semesters or for 124 credit hours (total credit hours required for graduation), whichever is attained first, and will apply to any semesters beginning before a dependent child's 24<sup>th</sup> birthday.

An eligible employee may continue to obtain tuition remission for any coursework completed beyond the graduation requirements, or for courses taken for personal enrichment, subject to available class space and supervisor approval, if classes are scheduled during the employee's regular work day. Arrangements must be made with the supervisor to make up any missed work time, or to take the time off without pay. Supervisor approval will be maintained in the

Human Resources office for classes taken during the work day. In all instances, time spent at class *must not* be reported as “worked” time on the employee’s time report.

Eligible individuals must complete a FAFSA annually and accept all available external grant aid. Government grant aid shall be applied first to non-tuition billed charges. Total assistance from Tuition Remission and other Financial Aid is not to exceed the cost of tuition, fees, room, board and books. As with all applications for financial aid, copies of tax returns may be required to verify aid eligibility and dependent status.

Non-required costs, such as private room surcharges, motor vehicle permits, etc., are not considered direct costs, and are not subject to remission. Tuition remission is not available for private music lessons, cooperative education credits, or dual enrollment programs. Internships, independent studies and special projects will be considered eligible for tuition remission, but student fees will be assessed for program administration. Summer classes with insufficient enrollment will only be considered eligible for tuition remission with faculty approval, but fees will be assessed for administration and delivery during these terms.

In the event of the death of an employee while in the active service of Thiel College, the spouse and/or dependent shall be eligible for continued tuition remission at the previously approved level, until graduation requirements are met or the dependent reaches age 24, whichever occurs first.

### Applications

Applications for the tuition remission benefit are available in the Human Resources Department, online from the Human Resources Department Web site, or in the Financial Aid Office. All applications must contain *complete* applicant, student and course information (class schedule must be attached), as well as signatures of the student and the employee/applicant. A separate application must be submitted to the Human Resources Department for each term for which the benefit is requested.

### Tuition Exchange Program

Thiel College participates in three tuition exchange programs: the Evangelical Lutheran Church in America (ELCA) program, the Council of Independent Colleges Tuition Exchange Program (CIC-TE) and Tuition Exchange, Inc (TE). Full-time employees and dependent children are eligible to apply for participation. Since all programs limit the number of students admitted under the program each year, acceptance into a program by another college is not guaranteed. It is suggested that families interested in these programs make application to the school early in the student’s senior year. Students must apply through the normal admission process and must meet admission requirements of the institution to which they are applying.

Additional information about these programs is available through the Financial Aid Office or by visiting the following sites: [www.cic.edu](http://www.cic.edu), or [www.tuitionexchange.org](http://www.tuitionexchange.org).

The tuition exchange programs in which Thiel participates require a balance in the number of imported students to the number of exported students by each institution. In a given year, Thiel may be limited as to the number of exports it can support in an individual program.

Should this situation occur, eligible exports will be considered based on employee years of service and previous use of tuition exchange benefits by other dependents.

### Student Employment

Campus employment opportunities for students are considered a financial resource, and are included in the student's financial aid package. As such, student applications for campus employment must be submitted to and approved by the Financial Aid Office. Those students with greatest financial need will be given preference for campus employment opportunities for each academic year.

Students receiving full tuition benefits, either through parent employment at Thiel or a participating tuition exchange institution, or as a result of receiving a full-tuition scholarship, may be considered for any remaining student employment opportunities, but such employment may affect other forms of financial aid for which the student may be eligible.

The College normally does not permit the employment of any close relatives within the same department. Likewise, persons in a close personal relationship should not normally be employed in a supervisor-subordinate relationship, in order to avoid favoritism or the appearance of preferential treatment. Please see the policy on Employment of Relatives for more information.

Questions regarding the tuition remission benefit should be directed to the Human Resources department or the Office of Financial Aid. Questions regarding student employment, and its impact on tuition remission benefits, should be directed to the Office of Financial Aid.

## **POLICY & PROCEDURE MANUAL**

Section: Benefits

Policy: Awards

Policy No:

Effective:

Revised:

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### **AWARDS**

Service awards will be given to employees who have met increments of five (5) years of completed service. All full-time and part-time service will be considered in determining service credit.

Employees meeting service increments during a given calendar year will be honored at the next year's annual recognition event and may receive a nominal token of appreciation. The Human Resources Department is responsible for maintaining service records for all employees.

Thiel College will follow Internal Revenue Service (IRS) guidelines in reporting cash and non-cash awards to employees.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Injury / Illness on the Job/Workers  
Compensation  
Policy No:  
Effective:  
Revised:

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### **INJURY / ILLNESS ON THE JOB**

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state, and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

It is the responsibility of all employees to report immediately in writing to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Incident Report Forms are provided for this purpose and may be obtained from any supervisor or Human Resources. The supervisor will then complete a Supervisor's Incident Investigation Report Form. These reports should be sent to Human Resources. Failure to report an injury or illness as required by state law and College policy could result in loss of compensation benefits and possibly lead to corrective action up to and including termination.

When employees sustain an injury or illness that requires outside medical treatment, the employees will also be subject to completing a screening for the presence of drugs and/or alcohol in their system. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

In the event the injury is of the nature that requires outside medical treatment, employees will be paid for their entire shift if they are not able to return to work following their treatment. If subsequent medical visits are necessary, employees should schedule those during non-work hours if possible. Employees should clock out if the appointment is during their regular work shift.

### **WORKERS' COMPENSATION**

Injuries occurring in the course of employment are paid for by workers' compensation insurance. Workers' compensation insurance pays all medical costs, without a deductible provision, and is paid for exclusively by Thiel College. There are well-defined provisions that must be met to ensure that employees qualify for workers' compensation benefits.

Any work-related injury or illness must be immediately reported in writing to the employee's supervisor. The workers' compensation insurer will investigate all late reported claims. When facts cannot be verified, the claim will be denied. Any claim for an injury or illness caused by an employee's willful misconduct, alcohol, or drug usage or that occur during the employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Thiel College will not be compensable. Workers' compensation fraud is a felony, punishable by fines and/or jail time. The College will prosecute any individual found to be claiming a work-related illness or injury fraudulently.

An approved physician must treat the injured employee. Specialists will be assigned by Thiel College in certain cases. Any treatment other than that approved by Thiel College will not be compensable. There are two types of workers' compensation benefits paid to an employee with a work-related injury or illness: medical and wage replacement benefits.

#### Medical benefits

- ◆ Physician's Fees - The approved physician who provides treatment is paid through the workers' compensation insurer;
- ◆ Hospital Fees - Paid in full;
- ◆ Pharmacy Costs - Paid in full if prescribed by an approved physician; and
- ◆ Special Costs - Any other medical costs including but not limited to braces, crutches, physical therapy, and rehabilitation therapy if deemed necessary by an approved physician will be paid in full according to state law.

#### Wage replacement benefits

Wage replacement benefits are paid during the time employees are temporarily disabled from a work-related injury or illness. Employees receive a percentage of their salary as set by state law. The workers' compensation laws provide for a waiting period (which may differ in every state) before injured employees become eligible for wage replacement benefits. Employees will be covered for the period of disability to the limit allowed under state workers' compensation law. The workers' compensation insurer will pay approved wage replacement benefits directly to the employee at the employee's home address.

Employees who decline temporary modified duty (see Temporary Modified Duty policy) in order to return to work from a leave of absence due to a workers' compensation injury will be considered to have resigned and will be terminated. If an employee is eligible for family and medical leave due to the employee's personal health condition, the employee will have his or her workers' compensation benefits terminated if he or she refuses temporary modified duty for which the employee is qualified. Any employee who fails to return to work after being released by an approved physician will be considered to have resigned.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Temporary Modified Duty  
Policy No:  
Effective:  
Revised:

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### TEMPORARY MODIFIED DUTY

Thiel College is committed to providing work, when possible, for an employee who has been restricted by a physician or other approved health care provider due to a work-related or other injury or illness. Such work will be provided subject to availability. Work will be assigned due to the nature of the injury or illness and the limitations set forth by the treating physician or provider. Every effort will be made to place an employee in a position within the home department, but if necessary, an employee will be placed wherever an appropriate position is available.

While on temporary modified duty, an employee will continue to receive the regular rate of pay. An employee who is placed outside the home department will continue to have salary amounts charged to the regular department.

An employee on temporary modified duty must furnish the regular department supervisor and Human Resources a written update of the medical condition from the treating physician after each visit in order to remain in the reassigned job. Temporary modified duty assignments are typically limited to a period of 90 days, subject to review. Being placed on a temporary modified duty assignment does not excuse an employee from following all rules and regulations.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Life Threatening and/or Debilitating  
Illness  
Policy No:  
Effective:  
Revised:

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### LIFE THREATENING AND/OR DEBILITATING ILLNESS

Thiel College recognizes that employees with life threatening and/or disabling illnesses such as cancer, heart disease, acquired immune deficiency syndrome (AIDS), and other life threatening medical conditions may wish to continue working. The College respects and supports this wish, provided the employee can maintain required performance, production, and attendance standards and the condition does not pose a health or safety threat to the employee, his/her fellow employees, or the general public.

Thiel College recognizes that an employee's health condition generally is a private and personal matter and consequently will protect the confidentiality of the situation and any information or documentation relating to it. Thiel College will also instruct its employees to do the same to the extent consistent with the College's obligation to the employee, the general public, and the College itself. The College also recognizes and retains the right to request medical examinations and/or consultations at its expense regarding the employee's medical condition.

When administration becomes aware of potentially life threatening and/or disabling conditions, Human Resources should be consulted as soon as possible. The evaluation of the potential problems and dangers that accompany these conditions will be handled on a case-by-case basis and will consider existing medical and scientific evidence. Human Resources will also consult with legal counsel regarding the appropriate employee and safety-related laws and regulations that may be applicable.

When dealing with situations involving life threatening and/or disabling illnesses, supervisors should:

- ◆ Contact Human Resources if there is a concern that the nature of an employee's illness may endanger the employee, fellow employees, students, vendors, or the general public.
- ◆ Contact Human Resources to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no danger to the employee, fellow employees, students, vendors, or the general public.
- ◆ Make reasonable accommodations for employees with these illnesses and/or disabilities consistent with business needs.
- ◆ Consider transfer of an employee with a life threatening illness and/or disability who requests such transfer. Unless there is objective evidence of an illness and/or disability posing a threat to fellow employees, the College will not transfer other employees out of the work area except by normal practice and procedure.
- ◆ Be sensitive and responsive to fellow employees' concerns and utilize employee education sources available through Human Resources and the EAP.
- ◆ Arrange for any leave time the employee may need, including FMLA.

- ◆ Be sensitive to the fact that continued employment for an employee with a life threatening and/or disabling illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee's life.

## POLICY & PROCEDURE MANUAL

Section: Benefits  
Policy: Employee Assistance Program  
Policy No:  
Effective:  
Revised:

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### EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) was established to provide professional, confidential assistance for any type of personal problem. The program is designed to encourage early intervention and awareness of such problems and to offer help at the earliest opportunity. Employees are responsible for their performance and for taking constructive action to resolve any personal problems that affect or threaten to affect their on-the-job behavior. Supervisors are responsible for remaining alert to all instances of substandard work performance and bringing these instances to the attention of the employee, along with an offer of assistance, at the earliest indication of a recurrent problem.

Utilization of the EAP is on a voluntary basis, regardless of whether an employee is referred by a member of administration. The decision to seek or accept assistance through the EAP will not adversely affect an employee's job security or advancement opportunities. However, participation in the EAP in no way relieves the employee of the responsibility to meet acceptable work performance and attendance standards.

All full-time and part-time employees, members of an employee's household, and benefit-eligible dependents are eligible to receive assistance through the EAP. The EAP will not reveal any information that the individual discloses to the EAP except in the following circumstances:

- ◆ the employee consents in writing;
- ◆ the law requires disclosure; or
- ◆ it is believed that life or safety is threatened by nondisclosure.

This service provides free counseling and referral services for personal needs such as:

- Personal concerns for stress, crisis, medical issues, work-related issues, marital and family issues, life adjustments, alcohol and drug problems, etc.;
- Online services for stress administration, legal issues, smoking cessation, identity theft resources, wellness information, depression and substance abuse screenings, etc.;
- Childcare options, adoption resources, school and camp referrals;
- Eldercare options and resources;
- Legal consultations, simple will preparation;
- Financial planning, retirement planning, money administration;
- Academic resources such as SAT resources, tutors, college planning resources; and
- Pet services, such as referrals for breeders, kennels, veterinarians.

EAP contact names and numbers can be obtained from a supervisor or from the Human Resources department.