

## DISCLAIMER

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS GUIDELINES FOR SOME OF CONVERSE COLLEGE'S CURRENT POLICIES, PRACTICES, RULES, AND PROCEDURES. THE HANDBOOK AND ITS CONTENTS SUPERSEDE, REPLACE, AND MAKE NULL AND VOID ALL PREVIOUSLY ISSUED, COMMUNICATED, OR DISTRIBUTED POLICIES, RULES, PRACTICES, BENEFITS OR PROCEDURES. THESE POLICIES, RULES, PRACTICES, OR PROCEDURES MAY BE CHANGED, AMENDED, MODIFIED OR DISCONTINUED BY THE COLLEGE WHEN THE COLLEGE, IN ITS SOLE DISCRETION, DEEMS IT NECESSARY, WITH OR WITHOUT NOTICE. THIS HANDBOOK DOES NOT CREATE AND SHALL NOT BE DEEMED TO CREATE A CONTRACT, EITHER EXPRESSED OR IMPLIED, BETWEEN THE COLLEGE AND ANY EMPLOYEE. NOTHING IN THIS HANDBOOK BINDS THE COLLEGE OR ANY EMPLOYEE TO A SPECIFIC OR DEFINITE PERIOD OF EMPLOYMENT OR TO ANY SPECIFIC POLICIES, PROCEDURES, GUIDELINES, WORKING CONDITIONS, OR PRIVILEGES OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE AN AT-WILL EMPLOYEE COMPLETELY FREE TO LEAVE THE COLLEGE AT ANY TIME YOU CHOOSE, AND THE COLLEGE HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME IT CHOOSES.

NO SUPERVISOR OR MEMBER OF MANAGEMENT, EXCEPT THE COLLEGE'S PRESIDENT, HAS THE AUTHORITY TO BIND THE COLLEGE INTO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY EMPLOYEE, EITHER ORALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN THE COLLEGE AND ANY EMPLOYEE MUST BE IN WRITING AND SIGNED BY THE PRESIDENT. OFFER LETTERS, YEARLY RETENTION LETTERS, AND SALARY LETTERS DO NOT CONSTITUTE CONTRACTS OR GUARANTEES OF EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED/DOWNLOADED A COPY OF THIS HANDBOOK; THAT I HAVE READ AND UNDERSTAND THIS DISCLAIMER; AND THAT THIS DISCLAIMER APPEARS ON THE FIRST PAGE OF THIS MANUAL. I ACKNOWLEDGE THAT THE CONVERSE COLLEGE ADMINISTRATIVE AND STAFF HANDBOOK IS MAINTAINED IN THE COLLEGE'S HUMAN RESOURCES DEPARTMENT AND IS ON THE COLLEGE'S COMPUTER SYSTEM, AND IF I HAVE ANY DIFFICULTY IN LOCATING IT, I AM TO SEEK ASSISTANCE FROM THE HUMAN RESOURCES DEPARTMENT.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

Administrative  
and  
Staff Handbook  
2019-2020



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## **THE PURPOSE OF THIS HANDBOOK**

The contents of this handbook are presented as guidelines for some of the College's current practices and procedures. They will be changed and updated by the College as the College (in its sole discretion) deems necessary.

The contents of this handbook are not intended to create a contract between the College and any employee.

NOTHING IN THIS HANDBOOK BINDS THE COLLEGE OR ANY EMPLOYEE TO ANY CONDITIONS OR PRIVILEGES OF EMPLOYMENT OR DEFINITE TERM OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE COMPLETELY FREE TO LEAVE THE COLLEGE AT ANY TIME YOU CHOOSE, FOR ANY OR NO REASON, AND THE COLLEGE HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP. NO SUPERVISOR OR MEMBER OF MANAGEMENT, EXCEPT FOR THE COLLEGE'S PRESIDENT, HAS THE AUTHORITY TO BIND THE COLLEGE TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY EMPLOYEE, EITHER ORALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN THE COLLEGE AND ANY EMPLOYEE MUST BE IN WRITING, SPECIFY ITS INTENDED DURATION, AND BE SIGNED BY THE PRESIDENT.

Offer letters, yearly retention letters, and salary letters do not constitute contracts or guarantees of employment for any definite period of time.

## ABOUT CONVERSE COLLEGE

Established in 1889, Converse College is a selective and recognized master's university in the South with a long-standing commitment to the education and advancement of women. Converse offers undergraduate programs in the liberal arts, music and selected professional areas as well as distinct coeducational graduate programs. We strive to ensure that every young woman of today knows about, and actively considers taking advantage of, the unique aspects of a Converse education.

The College's founding in 1889 was led by Dexter Edgar Converse, a Spartanburg textile magnate. Mr. Converse, along with other leading citizens of the region, felt strongly about the importance of education for women and as a result established Converse College. On October 1, 1890, the dreams of the founding fathers were realized with the enrollment of the first class.

Converse College is a community comprised of resident and commuting students, of traditional and non-traditional age, pursuing undergraduate and graduate studies. Staff and faculty are committed to advancing students for personal and professional success. With a student-faculty ratio of 10:1, and programs that emphasize individualized attention, Converse is consistently ranked in *U.S. News & World Report's* list of "Great Schools, Great Prices."

### **The Mission of the College**

The primary mission of Converse College is the liberal education of undergraduate women in a residential setting. Converse reaffirms the founders' original conviction that a small undergraduate residential college of the liberal arts is a uniquely powerful environment for developing the talents of women. As a community of scholars, where students and faculty pursue excellence and collaborate in the search for truth, Converse develops in student's scholarly excellence, personal honor, confidence, and skills to be life-long learners. The college draws much of its character from its Christian heritage and welcomes students of all faiths. Converse expands its mission by offering graduate degrees and other programs for women and men. Ultimately, graduates embody the qualities of a Converse education as they assume roles of leadership, service, and citizenship

### **Core Values**

The Converse commitment to creativity and the development of adaptable individuals who "*see clearly, decide wisely and act justly,*" is guided by seven core values:

- **Excellence**
- **Integrity**
- **Exploration**
- **Diversity**
- **Respect**
- **Community**
- **Progress**

These enduring beliefs serve as the compass for the College. They transcend time, extend across the institution and guide our actions and decisions

### **The Founder's Ideal**

"It is my conviction that the well-being of any country depends much upon the culture of her women, and I have done what I could to found a college that would provide for women a thorough and liberal education, so that for them, the highest motives may become clear purposes and fixed habits of life; and I desire that the instruction and influence of Converse College be always such that the students may be enabled to see clearly, to decide wisely, to act justly; and that they may learn to love God and humanity, and be faithful to truth and duty, so that their influence may be characterized by purity

and power. “It is also my desire and hope that Converse College be always truly religious but never denominational. I believe that religion is essential to all that is purest and best in life here and hereafter. I wish the College to be really, but liberally and tolerantly, Christian; for I believe that the revelation of God in Christ is for salvation; and I commend and commit the College to the love and guidance of God, and to the care, sympathy, and fidelity of my fellowmen.” -Attributed to Dexter Edgar Converse

July 2018

## I-A

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYEE SELECTION PROCEDURES**

Converse College is an Equal Opportunity Employer. The College adheres to a policy of making all employment decisions without regard to race, color, religion, genetic information, sex, sexual orientation, pregnancy, national origin, citizenship, disability, veteran status, age, or any other characteristic protected by law. To this end, the College policy is to recruit, employ, and promote the best possible talent in all positions without regard to any of the protected categories listed above.

The College may post position openings in the Human Resources Office, on the Human Resources page of the Converse College website, or both. When an administrative or staff position is open, the supervisor is required to complete a Personnel Requisition Form and follow the hiring procedures as outlined on the form. The completed Personnel Requisition Form must be submitted to the Human Resources Department prior to conducting a search.

Applicants may be queried regarding their abilities to perform job-related tasks through specific descriptions of job duties at the time of interview for employment, transfer, or promotion. The College reserves the right to rescind immediately any job offer or terminate an employee upon learning that the applicant or employee provided false information during the application and hiring process.

#### **Current Employees:**

One year of employment in the employee's current position is preferred before consideration for another position is given.

Employees may apply for posted positions by completing an application and/or submitting a resume with a letter of interest. If serious interest arises after the inquiry, employees are encouraged then to notify their present supervisor of their desire to interview for the position.

## I-B

### EMPLOYMENT STANDARD

Converse College is an Equal Opportunity Employer. In accordance with the Converse College Vision, the faculty, administration and staff will provide a high-quality educational program in an environment supportive of diverse ideas. Among our most important core values are honesty, integrity, creativity, and a commitment to the liberal education of women. Therefore, it is our policy to make all employment decisions and to recruit, employ, and promote the best possible talent in all positions without regard to race, color, sex, sexual orientation, national or ethnic origin, age, religion, genetic information, or disability.

**THE CONTENTS OF THIS HANDBOOK ARE INTENDED AS GUIDELINES AND DO NOT CONSTITUTE THE TERMS AND CONDITIONS OF AN EMPLOYMENT CONTRACT, EITHER EXPRESS OR IMPLIED. ALL EMPLOYEES OF CONVERSE COLLEGE ARE EMPLOYEES-AT-WILL WHO MAY RESIGN ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON.**

No supervisor or member of management, except for the College's President, has the authority to bind the College to any employment contract for any specified period of time with any employee, either verbally or in writing. The only valid contract for employment between the College and any employee must be in writing, specify its intended duration, and be signed by the President of the College.

All new employees are employed by the College on a probationary/introductory basis for 90 days.

July 2010

## II-A

### CATEGORIES OF EMPLOYMENT

Employment with Converse College is categorized by types of services performed and number of hours worked. Administrative and Staff employment is categorized as follows:

Full-time Employees - Employees who work an average of 35 hours or greater per week for a minimum of nine months per year. Full-time Employees are typically eligible for benefits.

Part-time Employees - Employees who work an average of 28 to 34 hours per week for a minimum of nine months per year. The average is determined from the number of hours worked during the previous 13 weeks employment. Part-time Employees may be eligible for some benefits.

Part-time, non-eligible - Employees - Employees who work an average of less than 28 hours per week or less than nine months per year. Part-time, non-eligible Employees are ineligible for benefits.

Temporary Employees - Employed for a specific time period or until completion of a specific project. Temporary Employees are not eligible for benefits.

Administrative employees with both administrative and faculty duties are considered administrative when more than 50% of the workload is administrative-related. The Administrative and Staff Handbook serves as a guideline of employment and should not be construed as creating any contractual obligations or binding terms and conditions of employment. Should the administrative position cease, a faculty member with tenure may return to teaching if a position is available and has budgetary approval.

Faculty employees with both administrative and faculty duties are considered faculty when more than 50% of the workload is faculty-related. The Faculty Handbook, and not the Administrative and Staff Handbook, serves as a guideline of employment for the faculty and should not be construed as creating any contractual obligations or binding terms and conditions of employment.

Employment with the institution is further categorized as delineated by the Fair Labor Standards Act (FLSA) as exempt or non-exempt. This delineation affects the manner in which employees are paid. All employees are paid monthly.

Salaried, exempt employees do not receive overtime pay. They are required to submit a monthly time card via electronic time card system indicating the number of days absent from work and the reason for the absence.

Salaried, non-exempt employees are required to submit a monthly time card via electronic time card system indicating the hours worked each day and any days absent from work.

Hourly, non-exempt employees are required to submit time card via electronic time card system to indicating the hours worked per day and any days absent from work.

All non-exempt employees receive overtime pay at the rate of one and one-half times their regular hourly rate for all hours worked over 40 per week. If an employee's schedule is altered to avoid paying overtime, all adjustments must be made within the same workweek. (Hours worked over 40 in one week **cannot** be taken off in a different workweek per federal guidelines established by the Fair Labor Standards Act (FLSA)).

Each employee of the College who does not hold a written contract of employment for a specified term executed by the President is an employee-at-will. **Employment-at-will indicates that employees are free to resign at any time for any reason and the College is free to terminate an employee's employment at any time for any reason, or no reason, with or without notice or cause, and with or without prior warning.**

At-will employees of the College may receive a letter of hire at employment and/or terms of employment statement (does not include student workers). These documents typically state the rate of pay and other terms of employment. **However, any such document does not, and should not be construed to, create contractual obligations of any kind, guarantee employment for any specified length of time, or bind the College to any specific terms or conditions of employment.**

## II-B

### FLEXIBLE SPENDING ACCOUNTS

Substantial tax savings are available to eligible employees through Section 125 of the Internal Revenue Code. These “125” or “cafeteria” plans allow employees to pay premiums for most employer approved group benefits on a pre-tax basis. Furthermore, through flexible spending accounts, employees may set aside dollars on a pre-tax basis to fund expenses such as unreimbursable medical expenses and child care expenses. These dollars must not exceed the predetermined plan limits.

- Premiums: Most employer sponsored group benefits would qualify for this pre-tax treatment. Examples would be your portion of medical, dental, or group term life insurance premiums.
- Unreimbursable Medical Expenses: Medical expenses that are not reimbursed or covered under your group benefit plan would generally qualify for the provision. Examples are deductibles, coinsurance amounts, vision care, dental and orthodontic expenses.

This benefit requires some planning on the part of the employee because you can only qualify for the amount you choose to set aside at the beginning of the year. Further, if you do not use the expenses you may rollover up to \$500 from one year to the next. This enables you to avoid the “use it or lose it” rule for unspent balances up to \$500. Roll over funds will be available after April 1<sup>st</sup> once all claims from prior year are posted.

- Dependent Care: An employee could choose to have pre-determined dependent care expenses withheld from his/her pay on a pre-tax basis. These expenses must be documented and filed for reimbursement as well.

Under Section 125 of the Internal Revenue Code, these elections (any or all) will be made at the beginning of a year. Changes are allowed only if the employee experiences a “change in status,” which are changes in:

- Legal marital status
- Number of Dependents
- Employment Status
- Work Schedule
- Residence or Work Site
- Dependent Status

Employees who have questions regarding this program or who choose to participate in this program or make changes in their election should contact the Human Resources Department. If there is any conflict between this document and the Plan Document, the terms of the Plan Document shall control.

## II-C

### FLEXIBLE WORK ARRANGEMENTS

Converse College supports the principle of flexible work arrangements for its employees in order to provide for more efficient utilization of the abilities of its employees, improved service to the Converse community, and adaptable working conditions for employees. Departments are encouraged to accommodate the reasonable requests of employees for flexible work arrangements when consistent with the College's and department's objectives.

The College reserves the right to limit flexible work arrangements based upon the operational needs of the College.

#### **Eligibility:**

All full time employees except teaching faculty.

#### **Definitions:**

1. Flexible work arrangements may include flextime and telecommuting.

Flextime: A schedule that permits variations in daily start and/or end times for an employee but does not alter the employee's total work effort for a given week. A four-day, ten hours per day schedule is an example.

Telecommuting: An arrangement that permits an employee to work part of a day or week from home.

2. Core Hours: All offices and departments are to be open and staffed for delivery of services during established standard working hours of the College and of each department.

#### **Procedures:**

1. Flexible work arrangements are entirely voluntary.

2. An employee must submit a request in writing for a flexible work arrangement to his/her immediate supervisor. The supervisor will review and consider the request in conjunction with the appropriate Dean or Vice President. The supervisor will forward an informational copy of the approved schedule to Human Resources.

3. Employees remain subject to Federal laws dealing with overtime compensation that require payment of time-and-one-half for all hours worked in excess of forty hours in the college's established workweek (12:01 a.m., Sunday through 12:00 midnight, Saturday). "Averaging" forty hours of work within the college's pay period is not permitted.

4. If an employee works more than 6 hours in a day, a one-hour lunch break is assumed; however, a minimum of a one-half hour break is mandatory. The lunch break cannot be eliminated to support a flexible work option.
5. No exempt or non-exempt (overtime eligible) employee is eligible for more than 8 hours of holiday pay per holiday. If the holiday falls on the employee's regularly scheduled workday, the employee will be credited with 8 hours of holiday pay for that day. Employees may use annual leave to maintain their hours of pay for that day or they may opt to work additional hours sometime during the workweek.
6. Employees who miss work while on a flexible work agreement must record missed time based upon their flex schedule. For example: an employee who misses work on a compressed four 10-hour day schedule must account for 10 hours of work missed on a work day, not 8 as if on a regular schedule.
7. Approved flexible work arrangements may be discontinued at any time if the arrangement is determined to be ineffective, detrimental and/or unsatisfactory, based on the needs of the department or poor performance.
8. If an existing arrangement is rescinded, the employee will normally be given a minimum of two weeks notice of the change.

## II-D

### INSURANCE

#### HEALTH INSURANCE

1. The College currently maintains a health insurance plan for eligible employees and their dependents. The health insurance plan may include medical and/or dental insurance. The College currently pays a portion of the insurance premium, with the employee contributing the balance of the cost of the premium. Employees must update coverage information annually, or as needed.
2. The percentage paid by the College, the cost of the employee's portion of the premiums, the benefits, and the entire program are subject to change or elimination at any time, at the sole discretion of the College. The College does not recommend specific providers within the insurance network. The College does not accept liability and shall not be liable for any services provided under the health insurance plan.

#### TELEDOC

With TeleDoc, you can talk to a doctor 24/7/365 by smartphone, tablet or computer. Use this service for medical advice and care from your home or office, or cannot take time off work or need a prescription refilled. There is **no copay** to use this benefit.

*\*note, there is no guarantee you will be prescribed medication.*

#### VISION

The College does offer a vision plan. All eligible Converse College employees may enroll in the vision plan. Members pay an annual deductible on exams and materials. Please see Human Resources for visions plan details.

#### LIFE AND LONG TERM DISABILITY INSURANCE

The College currently provides Life and Long Term Disability insurance at no cost to the employee for all full-time and part-time employees eligible for benefits. When enrolled, an employee's insurance becomes effective on the first day of the month following one calendar month of employment. Plan details are described in the summary plan descriptions.

If there is any conflict between this policy and the Plan Documents, the terms of the Plan Documents shall control.

## II-E

### RETIREE INSURANCE

*Those retirees participating in the group medical insurance plan as of December 1, 2003, will be grandfathered into the plan.*

Effective December 1, 2003, the requirements for retiree participation in the Converse College group medical insurance plan are as follows:

The individual must be a retired Employee who has obtained the age of 62 or more and has a minimum of ten years of service with Converse College or whose age plus number of years of service is equal to or greater than 85. Once the retiree becomes eligible for Medicare, the group health plan coverage terminates for the retiree and any covered dependents. When a dependent of a retiree becomes eligible for Medicare before the retired employee does, the group health plan coverage shall terminate for that dependent. NOTE: This retiree plan is in lieu of COBRA coverage. If the employee elects the retiree coverage at the time of or before retirement date (to include their dependents) then their rights to COBRA (when their coverage ends) are null and void. Retired employees and their covered dependents are only eligible for medical benefits, not dental or vision.

Effective May 1, 2009, Special Retirees may elect to continue medical coverage under the Plan in lieu of COBRA continuation coverage, until the Special Retiree reaches the age 65. Special Retiree is an employee who is eligible for and offered an early retirement plan or phased retirement plan option by the College and who timely accepted an early retirement plan or phased retirement plan option and timely executed an Early or Phased Retirement Incentive Agreement and Release in Full. A Dependent of the Special Retiree who was covered under the Plan as of the date of the Special Retiree's retirement is also eligible to continue medical coverage under this Plan until the Special Retiree reaches age 65 if the Dependent elects to continue medical coverage under the Plan in lieu of COBRA continuation coverage. A Special Retiree and Dependent of a Special Retiree are only eligible for medical benefits under this Plan and not dental benefits. If the Special Retiree dies before attaining age 65 the Special Retiree's Dependent may continue medical coverage under the Plan until the date the Special Retiree would have attained age 65. In the event of a divorce or a legal separation, or if a Dependent child ceases to be an eligible Dependent under the Plan, the Spouse and Dependent child may continue medical coverage under the Plan until the date the Special Retiree attains age 65.

If there is any conflict between this document and the Plan Document, the terms of the Plan Document shall control.

## II-F

### RETIREMENT FUND

1. Employees may participate in the College's Defined Contribution Retirement Plan offered through TIAA upon date of hire. Employees are eligible to receive a matching contribution if they meet each of the following criteria:
  - Complete one year of continuous service or worked for a private four-year institution that participated in the TIAA retirement plan and worked through May 1 of the most recent academic year;
  - Full time or part-time employees (including 10 and 11 month employees) who complete at least 1,000 continuous work hours; AND
  - are at least 25 years of age.

New employees who were employed full-time at a higher education institution a minimum of one year immediately prior to employment at Converse are currently exempt from the one- year waiting period.

2. The retirement program is currently provided through TIAA Participants have the option of contributing a percentage of their monthly base salary to this fund. The College *may* contribute a percentage of the monthly base salary for participants who contribute a minimum amount established by the College.
3. Plan Summary information and enrollment forms are available in the Human Resources Office. If there is any conflict between this policy and the Plan Document(s), the terms of the Plan Document(s) shall control.
4. This plan is subject to change or elimination at any time, with or without notice, at the sole discretion of the College.

## **II-G**

### **RE-EMPLOYMENT - EFFECT ON BENEFITS**

The following benefits will not be bridged in the event of re-employment: tuition remission and exchange, vacation and sick leave accrual, and years of service (for the purpose of service recognition). Vacation accrual will accrue at the new-hire accrual rate. Other benefit start-dates such as insurance coverage and retirement plan participation will be based on the specific benefit plan provisions. Employees may contact the Human Resources Department for benefit information.

This policy may be waived if the employee is rehired within thirty days of the individual's resignation or retirement date.

## II-H

# TUITION EXCHANGE PROGRAM

## Export Policy

### **Eligibility:**

Converse College belongs to two tuition exchange organizations: Tuition Exchange, Inc. (hereinafter known as TEP) a national organization that administers multilateral tuition remission scholarships for Full-time Employees of member institutions and the Council of Independent Colleges Tuition Exchange Program (hereinafter known as CIC-TEP). Both the TEP and CIC-TEP export scholarships are offered to full-time Converse employees' dependent children who apply initially prior to the age of 22. The benefit is for undergraduate work only. An eligible dependent is defined as a natural born child, legally adopted child, or stepchild, unmarried, who is eligible to be claimed as a deduction on the eligible staff member's income tax return for the current year and in the tax period in which the tuition is waived. Stepchildren must also have established residency on a permanent basis in the staff member's household. A divorce decree that states the employee is financially responsible for the dependent's education may suffice in lieu of the above requirement. Children under the legal guardianship of employees also qualify for the benefit. The employee parent must have completed at least three uninterrupted years of full-time employment or full-time teaching at Converse and must maintain this uninterrupted service for the full duration of the TEP or CIC-TEP scholarship period. A change in work status or termination of employment or death of the employee will continue the TEP or CIC-TEP scholarship through only the end of the academic year in which the event occurs. If one of these occurs prior to the start of an academic year, the TEP or CIC-TEP scholarship ends immediately.

Exports under the TEP are limited based upon the number of imports the College has received. The Exports and Imports must be in balance in order for the College to maintain membership in the organization without penalty or restriction. Therefore, unless the College has a surplus of export slots, a TEP export scholarship will be granted to only one student per family in any given year.

**Under the CIC-TEP there are no limitations to exports.**

To view a current list of participating institutions and other pertinent information for either exchange program, please visit their websites:

The Tuition Exchange Program, Inc. (TEP):	<a href="http://www.tuitionexchange.org">www.tuitionexchange.org</a>
Council of Independent Colleges-CIC-TEP:	<a href="http://www.cic.edu">www.cic.edu</a>

### **Selection, Duration, Re-application, and Exceptions:**

Because Converse must balance the number of its TEP exports with those it "imports" or enrolls at Converse, there may be a limited number of export scholarships available in any given year. When this occurs, the Converse Admissions Tuition Exchange Committee will serve as the TEP selection committee, primarily using merit-based criteria (GPA, courses taken, test scores, recommendations, etc.) to make their choice(s) by December each year. The duration of TEP scholarships also depends upon the status of the export/import balance at Converse. When export credits permit, recipients may

renew for a total of eight scholarship semesters to cover undergraduate study. Fewer semesters are covered if the recipient enters the TEP or CIC-TEP program as a transfer. Export recipients wishing to renew their TEP or CIC-TEP scholarship must reapply annually by November 1, prior to the academic year being recertified. For import/export balancing reasons, there are times when these recertifications must be determined on a priority basis by the Converse Tuition Exchange Committee using primarily merit-based criteria. Graduate study, summer school and study-abroad courses are not covered by TEP or CIC-TEP export scholarships. New TEP or CIC-TEP exports must be admitted by the importing institution, and those students renewing TEP or CIC-TEP scholarships must maintain required academic and behavioral standards of the importing institution.

### **Scholarship Value:**

The host institution determines the value of the TEP or CIC-TEP scholarship it awards and records this on the Application/Certification Form returned to Converse's Tuition Exchange Liaison Officer and the student. The scholarship usually covers tuition charges but not room, board, course overloads, and other fees. Higher-tuition colleges may elect to reduce their award to the "Minimum Value Scholarship" established each year by the TEP or CIC-TEP (TE) Board of Directors. Before accepting a TEP or CIC-TEP scholarship, the student should seek, from the host institution, cost information for which he/she will be responsible.

### **Application Process:**

Each TEP or CIC-TEP candidate must submit a completed preliminary tuition exchange application form (available in the Office of Financial Assistance Financial Planning Office) to Converse's Tuition Exchange Liaison Officer as early as possible after September 1, but **not later than November 1**. The applicant will then receive all applicable instructions and information necessary to complete the entire TEP or CIC-TEP Scholarship application process.

## **Import Policy**

### **Eligibility:**

The Tuition Exchange Scholarship Program is offered to eligible undergraduate students from other Tuition Exchange, Inc. and CIC member institutions applying for full-time study at Converse College. All applicants must be certified eligible by their sponsoring institution and meet Converse admissions criteria.

### **Value of Scholarship:**

The value of the TEP or CIC scholarship is equal to Converse's tuition. Tuition Exchange scholarships may not be used for graduate courses/programs, summer school, or travel study programs at any time.

### **Selection Criteria:**

Converse will attempt to maintain a balance between the number of students it imports and those it exports. Tuition Exchange scholarships to Converse are awarded on the basis of a student's academic credentials and the number of years the student is anticipated to be in the Program. In order to remain in the Program, a Tuition Exchange scholarship recipient must maintain a minimum 2.0 cumulative Converse grade point average, adhere to the Converse Honor Code, and be current in the payment of all

Converse charges not covered by the Tuition Exchange scholarship.

**Deadline of Accepting a Tuition Exchange Scholarship:**

In general, students are notified of acceptance into the Program shortly after they have been admitted and their TEP or CIC-TEP application/certification has been received. Because Converse may have a waiting list, an awardee must accept or decline Converse's offer of the scholarship by May 1. If more time is needed to make a decision, an awardee may request an extension from Converse's Tuition Exchange Liaison Officer.

**Scholarship Renewal:**

Students currently receiving a TEP or CIC-TEP import scholarship are given priority for renewing their scholarship. Each year, they must make sure their sponsoring institution's Tuition Exchange Liaison Officer submits, by November 1, their renewal Application/Certification Form for the next academic year.

**Financial Aid:**

Students eligible for Tuition Exchange scholarships are required to apply for applicable federal and/or state financial aid programs. All resulting resources designated for tuition use only will reduce the Tuition Exchange award by the same amount. When a student receiving a Tuition Exchange scholarship attends a term or program not covered by the Tuition Exchange scholarship, no other institutionally funded scholarships may be substituted for the Tuition Exchange scholarship.

**Contact Person:**

Questions regarding the TEP or CIC-TEP Scholarship Program at Converse should be addressed to Tuition Liaison Officer:

Director of Financial Assistance  
Converse College  
580 East Main Street  
Spartanburg, SC 29302

## II-I

### TUITION REMISSION PROGRAM

Undergraduate, Graduate, EdD Program

Tuition remission is extended to eligible faculty and staff of Converse College, and their spouses and dependents in accordance with the following provisions.

According to IRS regulations, the value of the tuition remission benefit is taxable for employees, their spouses and dependents if the courses are at the graduate level. The value of the benefit will be reflected on the employee's W-2 form at the end of the year.

Request for information and all Tuition Remission forms may be obtained on *myconverse*.

\*Some classes and degree programs may not be covered under the program.

#### **Undergraduate and Graduate Guidelines**

##### **A. Employees**

Each full-time employee or part-time employee with benefits who has completed at least six (6) months of continuous employment may, under certain conditions, take a limited number of Converse College courses at no cost. The conditions are:

1. Per Converse College policy, only female employees may be admitted to undergraduate programs and earn an undergraduate degree. Graduate courses and co-ed undergraduate summer program are open to men and women.
2. The employee has the approval of his or her supervisor *prior* to enrolling in each course. Employees in some positions on campus may not be allowed to take courses during regular office hours. Office schedules cannot be altered to allow employees to attend classes, and class schedules cannot be changed to allow employees to attend classes.
3. The employee takes no more than one course per term or accelerated term.
4. The employee submits a Tuition Remission form with all the appropriate signatures to the Finance and Registration Center no later than one week before the class begins.
5. The employee assumes all other course fees and expenses.
6. Typically, an employee may enroll in an appropriate course if there is space available and if six or more students are already enrolled in the course. One may elect to enroll in a class of fewer than seven students by paying the usual charges. Tuition-free students may not enroll in directed independent studies and internships, unless the professor agrees to waive his or her compensation. Employees granted enrollment in a DIS (Directed Independent Study) will be charged the cost to the College. The cost may be revised at the College's discretion. Employees must make up the time they miss from work in order to attend a class during working hours.

## **B. Spouses of Employees and Retired Employees**

The spouse of an eligible employee who has completed at least six (6) months of continuous employment may, under certain conditions, enroll at no cost in two (2) courses per fall semester, two (2) courses per spring semester, and one (1) course in winter term and one (1) course each of the summer terms. Only women may be admitted to the undergraduate program. Men and women may be admitted to the co-ed undergraduate summer program and graduate program. The spouse must submit a Tuition Remission form with the appropriate signatures to the Finance and Registration Center and assume all other course fees and expenses. The same policies on class size and special circumstances in place for employees apply to their spouses as well.

Retired employees are individuals whose age and the number of completed years of employment with Converse College are equal to or greater than 85 or have obtained the age of at least 62 years and have a minimum of ten years of service with Converse College at the time of retirement.

## **C. Dependents of Employees**

An Eligible Dependent is defined as an unmarried: natural born child; legally adopted child; or stepchild of an employee who is eligible to be claimed as a dependent on the eligible employee's income tax return for the current year and in the tax period in which the tuition is waived, and who meets all the admission and academic requirements of the College. Stepchildren must also have established residency on a permanent basis in the employee's household. A divorce decree that states the employee is financially responsible for the dependent's education may suffice in lieu of the above requirement. Children under the legal guardianship of employees also qualify for the benefit. The eligible employee must have completed at least two full years of continuous full-time or part-time (eligible for benefits) employment for the dependent to be eligible. Male dependents under the age of 25 may enroll either part-time or full-time as graduate students and in the co-ed undergraduate summer program, tuition-free, if the parent is an eligible employee at Converse and the College admits the student. Female dependents under the age of 25, after admission through the appropriate division, may enroll full-time or part-time as either graduate or undergraduate students at no cost for regular tuition. Dependents must pay all other course fees and expenses including reservation fees, any room and board fees, books or other extra costs such as lab fees or directed independent study fees. Application for Tuition Remission Program Yearly Form is available from the Finance and Registration Center.

In the event that an individual's employment with the College is terminated during the period that the employee, the spouse, or the dependent is enrolled at Converse, the employee will immediately become responsible for prorated costs of regular tuition.

In the event that an employee is on a leave of absence from the College during the period that the employee, the spouse, or the dependent is enrolled at Converse, the employee will immediately become responsible for prorated costs of regular tuition. This does not apply to faculty on sabbatical and employees on a family medical leave absence.

In the event of the employee's **death or total disability, the College will extend tuition remission benefits based on the following criteria:**

- The employee must have been employed full-time or part-time with benefits at Converse for the last seven (7) consecutive years immediately prior to the time of death or total disability in order to qualify their dependents.

- The dependent(s) is eligible for a four-year undergraduate degree at Converse only.
- This benefit grants tuition only. Dependents must pay all other course fees and expenses including reservation fees, any room and board fees, books or other extra costs such as lab fees or directed independent study fees.
- The dependent(s) must meet eligibility requirements as established by the institution.
- The dependent(s) at the time of the event must have completed the 10<sup>th</sup> grade.
- This benefit has no cash value.
- The subsequent remarriage of a surviving spouse has no bearing on this benefit.
- This benefit does not extend beyond dependent's age of 25 years.
- All employees requesting this benefit must apply for the South Carolina Tuition Grant by May 15. Individuals who are eligible for the SC Tuition Grant, but do not apply for it or miss the deadline, will forfeit that amount in tuition discount.

#### **D. Effect of Drops and Withdrawals**

Tuition Remission recipients must maintain enrollment in all courses for which the benefit is paid. If a recipient drops or withdraws from a course for which tuition remission has been paid, the tuition remission will be reduced by the cost of the course.

For example, a graduate student registers for six credits at \$400 per credit hour for a total benefit of \$2,400. The student withdraws from one three-credit course during the semester. The tuition remission benefit will be reduced by \$1,200 or the cost of the three-credit course.

The recipient is responsible for repayment of all cost incurred by such reversal.

Signatures on the Tuition Remission application verify that the student/employee have read, understand and agree to abide by the policies and procedures set forth herein.

#### **EdD Tuition Remission Guidelines**

Tuition remission is extended to eligible faculty and staff of Converse College, and their spouses and dependents as defined and set forth above, with the additional following provisions.

According to IRS regulations, the value of the tuition remission benefit is taxable for employees, their spouses and dependents if the courses are at the graduate level. The value of the benefit will be reflected on the employee's W-2 form at the end of the year.

Request for information and all Tuition Remission forms may be obtained on *myconverse*.

\*Some classes and degree programs may not be covered under the program.

The EdD in Professional Leadership is designed to be taken in a specified progression over 3 years. It would be difficult for employees, spouses, and dependents to take 6 or more years to complete the program, which would be the result of taking only one class per semester/session. Instead, if this

proposal is followed, employees will reap over a 50% discount in tuition and complete the program in 3 years. Structure for the program is as follows:

Semester	# Classes	# Hours	Waiver
Fall 1	2	6	3 hours
Spring	2	6	3 hours
Summer 1A	2	6	3 hours
Summer 1B	2	6	3 hours
Fall 2	2	6	3 hours
Spring 2	2	6	3 hours
Summer 2A	2	6	3 hours
Summer 2B	2	6	3 hours
Fall 3	2	6	3 hours
Spring 3	1	6	6 hours

Employees, spouses, and dependents may end up paying for 27 of 60 hours under this plan (a discount of more than 50%). Employees, spouses, and dependents who persist to the final course (Capstone in Spring 3) will be rewarded by receiving the final 6-hour class as part of tuition remission. Out-of-pocket costs are approximately \$1250 per fall and spring and semester and \$2500 per summer.

Total cost of program at \$416 per credit hour: \$24, 960. Cost to employees at the current rate: \$11, 232. These rates are subject to change.

**Additional Guidelines for the Program**

**A. Employees**

Each full-time employee or part-time employee with benefits who has completed at least six (6) months of continuous employment may, under certain conditions, take a limited number of Converse College will reap over a 50% discount in tuition and complete the program in 3 courses.

1. EdD courses are open to men and women.
2. The employee has the approval of his or her supervisor *prior* to enrolling in each course. Employees in some positions on campus may not be allowed to take courses during regular office hours. Office schedules cannot be altered to allow employees to attend classes, and class schedules cannot be changed to allow employees to attend classes.
3. The employee takes no more than two course per term or accelerated term and tuition remission for no more than more than one course per term.

4. The employee submits a Tuition Remission form with all the appropriate signatures to the Office of Financial Planning no later than one week before the class begins.
5. The employee assumes all other course fees and expenses in addition to discounted tuition rate.
6. Typically, an employee may enroll in an appropriate course if there is space available and if six students are already enrolled in the course. One may elect to enroll in a class of fewer than seven students by paying the usual charges. Employees must make up the time they miss from work in order to attend a class during working hours.

**B. Spouses of Employees and Retired Employees**

The spouse of an eligible employee who has completed at least six (6) months of continuous employment may, under certain conditions, enroll 50% discount in tuition. Men and women may be admitted to the co-ed EdD program. The spouse must submit a Tuition Remission form with the appropriate signatures to the Finance and Registration Center and assume all other course fees and expenses. The same policies on class size and special circumstances in place for employees apply to their spouses as well.

Retired employees are individuals whose age and the number of completed years of employment with Converse College are equal to or greater than 85 or have obtained the age of 62 years or more and have a minimum of ten years of service with Converse College at the time of retirement.

**C. Dependents of Employees**

An Eligible Dependent is defined as a natural born child, legally adopted child, or stepchild, unmarried, who is eligible to be claimed as a deduction on the eligible staff member's income tax return for the current year and in the tax period in which the tuition is waived, and who meets all the admission and academic requirements of the College. Stepchildren must also have established residency on a permanent basis in the employee's household. A divorce decree that states the employee is financially responsible for the dependent's education may suffice in lieu of the above requirement. Children under the legal guardianship of employees also qualify for the benefit. The eligible employee must have completed at least two full years of continuous full-time or part-time (eligible for benefits) employment for the dependent to be eligible. Eligible dependents will receive a 50% discount in tuition and complete the program in three years. Dependents must pay all other course fees and expenses including reservation fees, any room and board fees, books or other extra costs such as lab fees or directed independent study fees. Application for Tuition Remission Program Yearly Form is available on *myconverse*.

In the event that an individual's employment with the College is terminated during the period that the employee, the spouse, or the dependent is enrolled at Converse, the employee will immediately become responsible for prorated costs of discounted tuition.

In the event that an employee is on a leave of absence from the College during the period that the employee, the spouse, or the dependent is enrolled at Converse, the employee will immediately become responsible for prorated costs of regular tuition. This does not apply to faculty on sabbatical and employees on a family medical leave absence.

In the event of the employee's **death or total disability**, the College will **discontinue tuition remission discount benefits for the EdD program**.

**D. Effect of Drops and Withdrawals**

- Tuition Remission recipients must maintain enrollment in all courses for which the benefit is partially paid. If a recipient drops or withdraws from a course for which tuition remission has been paid, the tuition remission will be reduced by the cost of the course.
- The recipient is responsible for repayment of all cost incurred by such reversal.
- Signatures on the Tuition Remission application verify that the employee, spouse, or dependent have read, understand and agree to abide by the policies and procedures set forth herein.

## **III-A**

### **BIRTHDAY LEAVE**

Full-time 12 month employees are entitled to a paid leave day in observance of their birthday. This paid day off must be taken within the month of the employee's birthday.

An employee must have completed 30 days of employment prior to his/her birthday in order to be eligible for the paid day off.

In accordance with the College's other leave guidelines; all leave time must have prior approval by the supervisor.

Birthday leave does not accrue from fiscal year to fiscal year.

## III-B

### CONVERSE LEAVE

In an effort to alleviate the burden that unpaid leaves of absence may create for employees, the College has created Converse Leave. Converse Leave is not actually leave. Converse Leave is an income replacement benefit for which employees may be eligible during an approved leave of absence under another College policy (FMLA, ADA, or Personal Leave). Converse Leave does not provide any additional entitlement to time away from work - it creates the possibility of income replacement during an otherwise approved leave. Converse Leave benefits, if granted, run concurrently with (not supplemental to) FMLA, ADA, and Personal Leaves.

Converse Leave may be granted at the discretion of the College to eligible Full-time and Part-time Employees who: (1) have been continuously employed with Converse College for at least one year; (2) are in good standing with the College in terms of work performance; (3) are on a leave of absence approved under another College policy (FMLA, ADA, or Personal Leave); and, (3) have exhausted other paid time off benefits (vacation, sick pay, and personal time off) or will exhaust such benefits during the approved leave of absence. The maximum amount of Converse Leave benefits to which any employee is eligible is up to six (6) weeks of income replacement during a rolling-backward twenty-four (24) month period. The employee initiates a Converse Leave by written request to his or her immediate supervisor. A Converse Leave Request Form is available through the Office of Human Resources. Authorization for Converse Leave benefits, as provided under this Section, requires general eligibility to be met, and appropriate signature(s) of administrators.

Converse Leave benefits are paid at the employee's regular rate of pay as of the date on which the leave-period commenced. The amount of paid Converse Leave is not extended if a holiday falls during the time in which the employee is receiving Converse Leave benefits.

## III-C

### EMERGENCY LEAVE

1. Full-time administrative and staff employees who are scheduled to work more than 35 hours per week, 12 months per year, are eligible for up to 24 hours of paid emergency leave each fiscal year.

Paid emergency leave is earned on a pro-rata basis for newly hired employees. If hired after December 31, no emergency leave accrues in that fiscal year.

2. Emergency leave does not accrue from year to year. Any unused balance at the end of the fiscal year will be forfeited.
3. Emergency leave should be used for absences such as funeral leave, doctor's appointments, child/school related meetings, court hearings, legal matters, weather related absences and other emergencies. **This is not to be treated as vacation leave.**
4. Notice for the use of emergency leave should be given at least 24 hours in advance except in the case of unforeseen circumstances when notice should be given as soon as possible.

## III-D

### FAMILY MEDICAL LEAVE ACT

Under the Family and Medical Leave Act (FMLA), employees may be eligible for a period of job-protected unpaid leave for certain family and medical reasons as described below. This Family Medical Leave Act Policy (“Policy”) provides an overview of employees’ rights and responsibilities under the FMLA as well as the College’s own policies regarding the FMLA. The College has posted notices of the FMLA in College facilities and intranet. The information in those posters is incorporated into this policy by reference.

#### GENERAL ELIGIBILITY

Employees who: (1) have worked 12 months of prior service at Converse; (2) have worked at Converse at least 1,250 hours during the 12 months immediately preceding the date on which FMLA would commence; and (3) work at a location where at least 50 employees of Converse are employed (or where at least 50 employees are employed within a 75 mile radius) are eligible for unpaid FMLA. Eligibility will be determined as of the date the FMLA leave commences. When a request for FMLA leave is made, the College will advise the employee of the employee’s eligibility and the employee’s rights and responsibilities.

#### CIRCUMSTANCES OF FAMILY AND MEDICAL LEAVE

**Parental Leave** - Leave needed by the employee in connection with the birth of the employee’s child and to bond with the child; or for placement through adoption or foster care and to bond with the newly-placed child. Parental leave must be concluded no later than 12 months after the birth or placement of the child with the employee.

**Serious Family Illness Leave** - Leave needed by the employee in order to care for a spouse, child (under 18 years old, or 18 and over and incapable of self-care because of a disability) or parent who has a serious health condition (as defined below and/or by law).

**Serious Personal Illness Leave** - Leave needed by the employee because of a serious health condition which renders the employee unable to perform the essential functions of his/her job.

**Qualifying Military Exigency Leave** – Leave needed by the employee because of a qualifying military exigency related to active duty, or a call to active duty status of the employee’s spouse, child or parent who is or will be deployed to a foreign country.

**Service Member Family Leave** – Leave needed by the employee to care for a spouse, child, parent or next-of-kin (nearest blood relative of the service member) who is a member or veteran of the Armed Forces (including a member of the National Guard or Reserves and those on the temporary disability or retired list) who has a serious injury or illness or who has a pre-existing condition that was aggravated by service where the conditions was incurred in the line of duty while on active duty for which he or she is: (1) undergoing medical treatment, recuperation, or therapy; (2) otherwise in outpatient status; or (3) otherwise on the temporary disability retired list. If the spouse, child, parent or next-of-kin (nearest blood relative of the service member) is a veteran who meets the prior requirements, then leave is allowed if such family member was a member of the Armed Forces (including a member of the National Guard or Reserves ) any time during the five-year period preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

## DEFINITIONS

**Serious health condition:** A serious health condition is an illness, injury, impairment or physical or mental condition which involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition which either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of serious health condition.

An employee's on-the-job injury may also qualify as a serious health condition. In this instance, the College will designate the leave of absence due to an on-the-job injury as FMLA. The leave of absence will begin to run from the beginning of the absence caused by the on-the-job injury and will run simultaneously with any worker's compensation benefits that also may be provided the employee.

Employees may also qualify for paid leave benefits while on FMLA. Although an employee may receive paid leave benefits, the leave is still considered and counted as FMLA.

**Qualifying Exigencies:** Qualifying exigencies for FMLA may include: (1) short-notice deployment; (2) military events and related activities; (3) non-routine childcare and school activities; (4) care of the covered service member's parent if the parent is incapable of self-care; (5) non-routine financial and legal arrangements; (6) related counseling; (7) rest and recuperation; (8) post-deployment activities; and (9) additional qualifying activities.

**Covered Service Member:** A covered Service Member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty which may render the service member medically unfit to perform his duties for which he is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the military's temporary disability retired list.

## DURATION OF LEAVE

**In General** – Except in cases of Service Member Family Leave, eligible employees are entitled to a total of 12 weeks of FMLA during any "rolling backward" 12-month period (measured backward from the date the FMLA sought by the employee would begin).

**Service Member Family Leave** - Eligible employees are entitled to a total of 26 weeks of leave in a single 12-month period. This 12-month period begins on the first day an eligible employee takes FMLA to care for a covered service member and ends 12 months after that date. No more than a total of 26 weeks of all FMLA types of leave may be taken in a single 12-month period by any employee. Service Member Family Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26-week period of Service Member Family Leave, but no more than 26 weeks of leave may be taken during any one 12-month period.

**Married Employee Couples** - In cases where both husband and wife work for the College, they will be eligible for a combined total of 12 weeks of FMLA for the birth or placement of a child, or to care for a parent with a serious health condition (not parent-in-law). Similarly, if both husband and wife

work for the College, they will be eligible for a combined total of 26 weeks of leave for Service member Family Leave or for Service member Family Leave combined with any other type of FMLA.

**Intermittent Leave or Reduced Work Schedule Leave** – Qualifying Military Exigency Leave may be taken intermittently, in separate blocks of time (no less than one hour), or on the basis of a reduced leave schedule under which an employee’s usual working hours each day or each week are reduced. When medically necessary, other types of FMLA may also be taken intermittently, in separate blocks of time (no less than one hour), or on the basis of a reduced leave schedule under which an employee’s usual working hours each day or each week are reduced. The College does not grant intermittent leave or a reduced leave schedule as FMLA leave for the birth or placement of a child.

In some instances, the College may require employees taking foreseeable intermittent or reduced schedule leaves to transfer temporarily to an alternative position for which the employee is qualified and which better accommodates the employee’s leave schedule. Pay and shifts would not be affected by a change to an alternate position. Time worked in the alternate position would not count towards the employee’s FMLA leave entitlement.

## **REQUESTS FOR AND APPROVAL OF LEAVE**

**Notice and Scheduling of Leave** - Employees must provide the Human Resources Department with at least thirty (30) days notice whenever the need for the leave is foreseeable (such as when the leave is for an expected birth or placement for adoption or for planned medical treatment). For planned medical treatment, employees must consult with the Department manager and make reasonable efforts to schedule the treatment so as to minimize the impact of the employee’s absence on the operations of the College and fellow employees. In cases where the need for leave cannot be anticipated thirty (30) days in advance, the employee must give notice of the need for leave as soon as practicable. Failure to give proper notice of the need for FMLA may result in delay of the commencement of leave, and may result in the absences counting against the employee for attendance and/or disciplinary action purposes, up to and including termination from employment.

Employees are also expected to comply with the College’s or his/her department’s normal call-in procedures when reporting absences, including, but not limited to, absences that are covered by the FMLA. Failure to adhere to normal call-in procedures can result in discipline, as with any other type of leave.

Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees are also required to contact their managers every 30 days during an approved FMLA leave.

**Documentation** – The College requires that employees provide documentation to support the need for FMLA leave. Employees may request these documents from the Human Resources Department. FMLA for a serious health condition will require the employee to submit a completed health care provider certification within 15 calendar days. For Service Member Family Leave requests, invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued by the Department of Defense are acceptable.

Failure to provide the required medical certifications may result in denial of FMLA or other leave, automatic redesignation of the leave as other than FMLA, or treatment of the absence in accordance with the attendance/disciplinary policy up to and including termination from employment. Absences

counted against the employee for a late certification will not be reversed absent exceptional circumstances. If an employee never returns the completed form, the FMLA will be denied and the absences will be unprotected. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will be given a period of seven (7) days to provide the necessary information.

In the case of Qualifying Military Exigency Leave, a copy of the family member's active duty orders and documentation of the qualifying exigency will be required.

**Eligibility Notice** – The College will generally notify employees of their eligibility to take FMLA Leave. If employees are not eligible, they will be told why.

**Designation Notice** – Once the College determines whether an employee's leave qualifies as FMLA, the College will notify the employee of the determination with a Designation Notice.

**Recertification** – The College may request medical recertification of the condition in accordance with the FMLA statute or regulations. The College may also provide the employee's health care provider with information about the employee's attendance and ask the provider to evaluate whether that attendance pattern is consistent with the need to be absent for the condition in question.

**Second and Third Opinions** – The College may also require the employee to obtain a second opinion and third opinion as to the medical condition. The College will let the employee know if such is required and will provide a reasonable amount of time for that opinion to be obtained.

## **BENEFIT PARTICIPATION WHILE ON LEAVE**

An employee on approved Family and Medical Leave may continue group health insurance coverage during the leave by paying the employee's normal share of the cost of such coverage during the leave on or before the date when payroll deductions for such costs would normally be made. If the payment is not received on the due date or thereafter, the College will provide the employee written notice of non-payment and provide 15 days to make the payment. If the payment is not made within the 15-day window, and at least 30 days have passed from the due date, then coverage under the benefit plan will lapse, retroactively to the original due date.

## **USE OF AVAILABLE PAID TIME OFF**

Employees must concurrently exhaust any available paid time off (such as vacation, sick pay, or personal time off), short-term disability benefits, workers' compensation benefits, Converse Leave, or any other form of applicable paid leave during FMLA leave. All substituted paid leave that is being concurrently exhausted will be counted against an eligible employee's FMLA leave entitlement.

## **CREDITING OF BENEFITS WHILE ON LEAVE**

Benefits such as sick pay and vacation do not accrue for employees who are out on unpaid leave. Similarly, employees do not receive holiday pay for holidays that occur while the employee is on unpaid leave and holiday time is counted toward the FMLA leave time.

## **REINSTATEMENT FOLLOWING LEAVE**

**Request for Reinstatement** - FMLA leave must be used for its intended purpose. If Converse determines that the employee provided false information in order to obtain the leave, or is using leave

when such leave is not or is no longer medically necessary or otherwise unnecessary, the employee may be subject to discipline, up to and including termination. If the qualifying reason for taking leave ends, then the employee must immediately contact the College and make arrangements to return to work. An employee returning from FMLA for his/her own serious health condition should notify his/her supervisor of availability immediately upon being released to return to work by the employee's health care provider. Employees returning from FMLA leave must be able to assume all of the essential functions of their jobs upon return. The College will provide time for the employee to learn of any changes or new technology implementations. Unless required otherwise by law, an employee granted a leave of absence under these provisions who fails to return to work upon expiration of the leave will no longer have protected absences. Further absences would count against the attendance policy. As a condition of restoring an employee whose leave is based on the employee's own serious health condition, the employee must provide the College with certification from the employee's health care provider confirming the employee's fitness to return to his/her normal duties or the health care provider must identify any specific limitations placed on the employee related to the performance of his/her job duties. Failure to provide a requested fitness-for-duty certification may result in denial of reinstatement until this certification is provided. An employee desiring to return from FMLA leave prior to the date the leave was due to expire, must also give written notice to his/her supervisor of the desire to return to work at least two (2) working days prior to the desired return date.

**Reinstatement** - An employee returning from FMLA will normally be reinstated to the position held by the employee at the time the leave commenced or to an equivalent position; however, an employee returning from FMLA leave will have no greater right to employment or reinstatement to a specific position than an employee who had been continuously employed. For example, if the employee's position is eliminated because of a reduction in force, then no reinstatement right exists.

## III-E

### HOLIDAYS AND HOLIDAY PAY

1. The College recognizes a number of paid holidays each calendar year. These are specified annually in communications from the Human Resources Office. Holidays falling on Saturday are usually observed on the preceding Friday. Holidays falling on Sunday will usually be observed on the following Monday.
2. Certain holidays may be taken on the designated holiday or “floated” to another day. Details are communicated annually by the Human Resources Office on the Holiday Schedule Memorandum.
3. An employee must have completed 30 days of employment prior to the holiday in order to be eligible for any holiday pay.
4. Eligible paid employees earn holiday pay as follows:
  - If an employee works a scheduled holiday he/she will earn 8 hours base pay plus 8 hours holiday pay.
  - If an employee takes the actual holiday (or another approved/floated day for the scheduled holiday) he/she will receive only 8 hours pay for the actual holiday.
5. Holidays are excluding from overtime calculations.
6. If a holiday (or holidays when employees have more than one day off, such as Thanksgiving, Christmas, and New Year’s) falls during the time when an employee is on a leave of absence, he/she is not paid for the holiday(s) in excess of whatever pay the employee may be receiving during the leave of absence, nor does the holiday extend the leave of absence. An employee is not eligible for holiday pay if on a leave of absence, either paid or unpaid.
7. Eligible part-time Employees are entitled to holiday pay at their regular rate of pay for scheduled work hours, if the holiday falls on their normal workday.
8. To be paid for the holiday, the eligible employee must work the scheduled work day before and after the paid holiday, unless the holiday is part of previously approved time off (not including leave of absence).

## **III-F**

### **JURY DUTY OR COURT APPEARANCE LEAVE**

Full-time and part-time employees who are subpoenaed to serve on jury duty or to testify at the order of a court will be allowed to fulfill this duty. However, employees appearing in court on their own behalf, as plaintiffs, or as defendants, must use available vacation leave time.

Employees are required to report to work on any full day or partial day during which they are released from jury duty or court appearances unless the time is reported and used as vacation leave time. Net compensation will not be decreased for the time away from work as a requirement of the court. Proof of required attendance from the Clerk of the Court may be requested. The College reserves the right to modify this policy on a case-by-case basis with respect to compensating employees on leave in the event that an employee is required to be absent from work for a period of time greater than one week.

Hours spent on jury duty or court appearances are not considered "hours worked"; therefore, the hours are not considered in the calculation of overtime pay.

As paid hours, hours spent on jury duty or court appearances are considered for benefit time accumulation and holiday eligibility. If benefits are to become effective on the date of the jury duty or court appearances, there will be no delay in the effective date of these benefits.

Employees are responsible for notifying their supervisor of the impending jury duty or court appearance immediately upon receipt of notice to serve. A copy of the summons for this service must be shown to the supervisor and then be filed with the Human Resources Office.

## III-G

### **PERSONAL LEAVE (Formerly Leave Without Pay)**

1. During the course of employment it may be necessary for an employee to request a leave of absence for a reason other than those addressed in other College policies. In such a situation, the employee may request an unpaid Personal Leave of Absence, the maximum length of which will generally not exceed thirty (30) consecutive calendar days. Reasons for a Personal Leave of Absence will vary; however, Personal Leaves of Absence are not available (1) for the employee's own serious health condition and/or disability, or (2) as an extension of leave after the employee has exhausted FMLA leave for any reason.
2. To be eligible for Personal Leave, an employee must have completed at least one year of continuous service. This one-year requirement may be waived in extraordinary circumstances in the sole discretion of the College's President.
3. Employees must concurrently exhaust any available paid time off (such as vacation, sick pay, or personal time off), Converse Leave benefits, or any other form of applicable paid leave during Personal Leave. If no such paid leave benefits are available, leave under this policy is unpaid..
4. The employee initiates a Personal Leave by written request to his/her immediate supervisor. A Personal Leave Request form is available through the Human Resources Office. Authorization requires the approval of the Department Head, the College Officer supervising the department, and the President. Once approved, the form is returned to the Human Resources Office.
5. Requests for Personal Leave are granted solely at the discretion of Converse. Factors the College may consider in determining whether to grant a Personal Leave include, but are not limited to: (a) the urgency of circumstances requiring the employee's continuous absence; (b) whether the employee's absence will unreasonably burden College operations or other employee workloads; and (c) the employee's length of service and job performance.
6. Insurance coverages already in effect may be continued in accordance with the terms of the official plan documents, subject to the employee's timely payment of applicable premiums.
7. No contribution to the retirement fund will be made by the College on the employee's behalf during Personal Leave.
8. Job Protection and Reinstatement – Personal Leave is not job-protected, and the employee's position may be filled during the Personal Leave. Employees on Personal Leave may apply for vacant positions within Converse. If a person with a disability can no longer perform the essential functions of his or her position and all leave is exhausted, including ADA leave, the employee may be placed on Personal Leave while a vacant position search is conducted. Converse will attempt to reinstate an employee returning from Personal Leave to the position held by the employee at the time the leave commenced or to an equivalent position. However, reinstatement from a Personal Leave is not guaranteed, because operational conditions may make reinstatement unreasonable.

## **III-H**

### **MILITARY DUTY LEAVE**

Employees who are members of the military are eligible for unpaid leaves of absence on those days when they are required to be away from any regularly assigned duty at the College in order to fulfill required military service. An individual who expects to be absent for military service is to submit to his/her immediate supervisor a copy of his/her orders as soon as possible before the scheduled absence.

The College complies with all applicable State and Federal Laws with respect to military leaves of absence and rights of re-hire upon conclusion of military service.

## III-I

### SICK LEAVE

The College provides Full-time Employees 6.67 hours of sick leave per month. Leave time for other classes of employees is further defined in the sections entitled "Summary of Leave Benefits for Full-time employees scheduled to work 9, 10 or 11 months and Summary of Leave Benefits for Part-time Employees". At no time may an employee accumulate more than the maximum amount of 80 hours of sick leave. Since this is not an accrued benefit, there is no pay out at termination of employment.

Sick leave may be used only after the monthly provision is posted. Sick leave may be used for:

- illness or injury of employee or family member  
**Family member is defined as the employee's spouse, son, daughter, or parent (not parent-in-law). A son or daughter is a biological or adopted child under age 18, or one under age 18 who is supervised by the employee on a day-to-day basis. A son or daughter is also a child over 18 who is incapable of self-care because of mental or physical disability. A parent is any individual who assumed day-to-day and financial responsibility for the employee when the employee was a child.**
- medical or dental appointments, and
- an employee's disability not covered under workers' compensation.

### III-J

## SUMMARY OF LEAVE BENEFITS FOR FULL-TIME EMPLOYEES SCHEDULED TO WORK 12 MONTHS PER YEAR

### Vacation

Position	Length of Service	Amount of Vacation
Vice President/Dean		160 hours (max)
Director	0-5 years	120 hours
	6 or more years	160 hours (max)
Administrative Staff	0-5 years	80 hours
	6-10 years	120 hours
	11 or more years	160 hours (max)

### Emergency Leave

Eligible for 24 hours per fiscal year

### Sick Leave

A Full-time Employee accrues 6.67 hours of sick leave per month. At no time may an employee accumulate more than the maximum amount of 80 hours. Since this is not an accrued benefit, there is no pay out at termination of employment.

### Birthday Leave

Eligible for 1 paid leave day in observance of birthday. Must be taken during the month of the Employee's birthday.

### Holidays

Eligible for all College paid holidays as published yearly by the Human Resources Office.

## **III-K**

### **SUMMARY OF LEAVE BENEFITS FOR FULL-TIME EMPLOYEES SCHEDULED TO WORK 9, 10 OR 11 MONTHS PER YEAR**

**Full time employees are scheduled to work a minimum of 35 hours per week.**

#### **Vacation**

Maximum of 56 hours per year accrued over 12 monthly pay periods – 4.67 hours per month. No increase is given for length of service. No carry over is allowed.

*For Administrative and Staff employees hired before July 1, 2002:*

*Maximum of 80 hours per year accrued over 12 monthly pay periods – 6.67 hours per month. No increase is given for length of service. No carry over is allowed.*

#### **Emergency Leave**

Not eligible for emergency leave days.

#### **Sick Leave**

An employee accrues 4 hours of sick leave per month. At no time may an employee accumulate more than the maximum amount of 48 hours. Since this is not an accrued benefit, there is no pay out at termination of employment.

#### **Birthday Leave**

Not eligible for birthday leave.

#### **Holidays**

Paid only for holidays which occur on scheduled work days.

Allowed time off may not be taken until after annual scheduled term of employment is completed each year.

## **III-L**

### **SUMMARY OF LEAVE BENEFITS FOR PART-TIME EMPLOYEES**

**Part-time Employees eligible for benefits are those that work 28 to 34 hours per week for a minimum of nine months per year.**

#### **Vacation**

Maximum of 32 hours per year accrued over 12 monthly pay periods - 2.67 hours per month. No increase is given for length of service. No carry over is allowed.

#### **Emergency Leave**

Not eligible for emergency leave days.

#### **Sick Leave**

A part-time Employee accrues 2.67 hours of sick leave per month. At no time may an employee accumulate more than the maximum amount of 32 hours. Since this is not an accrued benefit, there is no pay out at termination of employment.

#### **Birthday Leave**

Not eligible for birthday leave.

#### **Holidays**

Paid only for holidays which occur on scheduled work days.

### III-M

## VACATION LEAVE

1. The College provides vacation leave with pay for eligible employees. Vacation leave is determined by the employee's length of service with the College and/or entry level at time of hiring. Vacation leave is earned for full-time employees as follows:

<b>Position</b>	<b>Length of Service</b>	<b>Amount of Vacation</b>
Vice President/Dean		160 hours (max)
Director	0-5 years	120 hours
	6 or more years	160 hours (max)
Administrative Staff	0-5 years	80 hours
	6-10 years	120 hours
	11 or more years	160 hours (max)

2. Vacation leave is earned on a monthly basis for full-time employees. Other classes of employees may earn vacation leave on a pro-rata basis. Refer to the "Summary of Leave Benefits for Full-time Employees Scheduled to Work 9, 10, or 11-Months Per Year and Summary of Leave Benefits for Part-Time Employees." Vacation leave may be taken only after it is earned. Vacation is not accrued during periods of extended leave greater than one month (paid or unpaid family medical leave or military leave).
3. Effective February 11, 2020 Employees of Converse College may carryover a maximum of 60 hours of accrued vacation from one fiscal year to the next fiscal year (as of September 30).
4. Also, effective February 11, 2020, when voluntarily terminating employment, all accrued vacation leave that was applied to the current fiscal year (maximum of 40 hours) may be paid, subject to the requirements described in the Resignation or Retirement Notice policy.
5. When employment is involuntarily terminated for cause the employee is ineligible to be paid any unused and accrued vacation.
6. Payment of any unused or accrued vacation is made according to the regular pay schedule. Upon termination, it will be assumed that all available vacation hours have been exhausted if the employee fails to maintain monthly timecard.
7. Vacation leave is customarily used for vacation, but it may also be used for:
  - religious observance,
  - adverse weather,
  - family leave,
  - medical or dental appointments, and sick leave - when all earned is exhausted.

8. Vacation leave normally requires a reasonable advance request to the supervisor who approves or denies the request based on department operating needs and other requests from employees within the department.

Revision and Effective February 11, 2020.

## III-N

### WEATHER RELATED ATTENDANCE

1. When Converse College is to be closed due to inclement weather, the primary methods for communication include campus email, the [www.converse.edu](http://www.converse.edu) homepage, the Omnilert Campus Notification System (sign up at [www.converse.edu/alerts](http://www.converse.edu/alerts)), and local TV stations WSPA Channel 7, WYFF Channel 4, and FOX Carolina Channel 21. A recording with information will also be available on the Converse Weather Line at 864-583-4448.
2. If the College is officially closed during severe weather or other emergencies, members of the administrative staff and support staff will not be expected to travel to the campus. Employees scheduled to work during the time of closure are not required to use accrued leave time for their absence. Employees who previously scheduled vacation time or other leave during the closure must use accrued leave as planned during their absence. Hourly employees will be paid only for time worked.

If it is necessary for the College to be closed for more than two business days during a fiscal year, a designated time to make up missed work may be specified by the appropriate Dean/Vice President. Employees who do not work this designated time must use vacation for their absences.

3. In the event that the College is not closed but an employee is unable to come to work, the employee should notify his/her immediate supervisor. Emergency leave time (or vacation leave, in the event that the employee does not have any accrued emergency leave) may be used for time off.
4. Employees considered critical to the operation of the College are expected to report to work in severe weather. Campus Safety Officers are classified as critical to the operation of the College. If other position classifications are designated as critical, employees will be informed by their supervisor.

## IV-A

# CONFLICTS OF INTEREST

The following sets forth the official policy of Converse College (“the College”) with respect to conflicts of interest. All Employees—administrators, faculty members, and all other employees (referred to collectively as “Employees”)—and members of the Converse Board of Trustees (“Trustees”) are expected to adhere to both the letter and the spirit of this policy. This policy is subject to modification from time to time as the College determines appropriate in its sole discretion.

### **Defining Conflict of Interest**

A potential conflict of interest occurs when an Employee’s or Trustee’s personal or private interests might lead an independent observer reasonably to question whether the Employee’s or Trustee’s professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

Generally, a conflict of interest occurs when an Employee or Trustee (1) has an existing or potential financial or other interest that impairs, or might appear to impair, the Employee’s or Trustee’s independent judgment in the discharge of responsibilities to the College, or (2) may receive a material benefit, financial or otherwise, from knowledge or information confidential to the College.

An Employee or Trustee shall be considered as having a personal interest in any transaction in which he/she has any material connection or substantial financial interest. Specifically, a material connection includes the involvement of any Family Member or any household member of a Family Member. For the purpose of this policy, “Family Member” shall be defined as any individual related to the Employee or Trustee through blood or marriage (e.g. spouse, son, daughter, niece, nephew, cousin, grandchild, father, mother, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandfather, grandmother). By extension, close, personal friends also provide the potential of a similar conflict of interest. An Employee or Trustee shall further be considered as having a personal interest if there will be a benefit to any business enterprise in which the Employee or Trustee has a substantial interest, to any business enterprise in which any Family Member has a substantial interest, or to any business enterprise in which he/she or a Family Member serves as a director, trustee, or officer.

Employees and Trustees should conduct their affairs so as to avoid or minimize conflicts of interest and must respond appropriately when a conflict of interest arises. Any Employee who has a question as to whether a situation will give rise to a conflict of interest is urged to discuss the matter promptly with the President of the College, the Vice President of Finance and Administration, or both. Any Trustee who has a question as to whether a situation will give rise to a conflict of interest is urged to discuss the matter promptly with the Chair of the Board of Trustees or, if the situation relates to the Chair, with the Vice-Chair of the Board of Trustees.

### **Required Disclosures**

Prior to consummating a transaction or acting upon a matter involving the possible existence of a conflict of interest, the Employee or Trustee involved shall make a full disclosure of all relevant

facts. In the case of the President of the College or a Trustee other than the Chair, such disclosure will be made to the Chair of the Board of Trustees. Conflicts of interest involving the Chair of the Board of Trustees must be disclosed to the Vice-Chair of the Board of Trustees. Conflicts of interest involving all Employees other than the President must be disclosed to the President, the Vice President of Finance and Administration, or both. The person to whom the Employee or Trustee reports the potential conflict of interest will determine whether a conflict of interest exists and determine what conditions or restrictions, if any, should be imposed to reduce or eliminate such conflict of interest.

Employees with executive or administrative responsibilities and the Trustees will be asked to report affiliations, positions, and material financial interests held by members of their immediate families annually.

### **Restraint on Participation**

Trustees or officers who have declared or been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions, unless for special reasons the Board of Trustees or the administration requests information or interpretation. Any Trustee with a conflict of interest shall not vote, attempt to influence any vote, participate in discussions, or be present at the time of any vote concerning the transaction or matter for which the conflict of interest is applicable.

### **Enforcement of this Policy**

A violation of any provision of this policy may subject an Employee to disciplinary action, up to and including termination of employment.

As with all policies, there may be exceptions; however, they should be recognized and treated as exceptions, and any variations from this policy shall require the express written approval of the College.

## **IV-B**

### **CONSENSUAL RELATIONSHIPS**

The preservation of an atmosphere of trust, academic freedom, and respect for all members of Converse College is an essential expectation for the welfare of faculty, staff, and students. Accordingly, Converse faculty, administrators, and staff members may not engage in romantic or sexual relations with students. In like manner, employees may not engage in romantic or sexual relations with employees whom they supervise. When romantic or sexual relationships exist between students, faculty, supervisors, or employees, the opportunity for harassment or misconduct and the appearance of impropriety make such relationships unwise, unethical, and inappropriate. In those cases where there are inappropriate relationships, as described above, the College will hold employees responsible for all actions related to sexual harassment or misconduct that may result.

All faculty and staff at Converse should understand that romantic or sexual relations with students or employees in violation of this policy may lead to disciplinary action by the College, up to and including termination.

## IV-C

### DISCIPLINE AND DISCHARGE

1. **THE CONTENTS OF THIS HANDBOOK ARE INTENDED AS GUIDELINES AND DO NOT CONSTITUTE TERMS AND/OR CONDITIONS OF AN EMPLOYMENT CONTRACT, EITHER EXPRESS OR IMPLIED. ALL EMPLOYEES OF CONVERSE COLLEGE ARE EMPLOYEES-AT-WILL WHO MAY LEAVE AT ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON.**
2. All new employees are employed by the College on an introductory basis for 90 days. During and after this 90 day introductory period, the employment remains at the will of both parties. That is, either the employee or the College may terminate the employment at any time, with or without cause. However, an employee who has completed the introductory period and who objects to any disciplinary action is entitled to make an appeal, pursuant to Grievance Procedure V-I.
3. It is not possible to list every conceivable action or event or set of circumstances for which an employee may be disciplined or discharged, particularly in an academic community such as Converse College. Although this is not an exclusive definition, as an employee may be terminated for any or no reason at all, actions, events, or sets of circumstances that could lead to an employee's discipline, termination, or both include the following:
  - unsatisfactory performance of duties;
  - unprofessional conduct;
  - insubordination;
  - suspicion (based on a reasonable investigation), arrest, indictment, or conviction of a crime, particularly a crime involving moral turpitude; and/or
  - reduced funding, reorganization, or reduction in force.

Discipline or discharge may also result from violations of common sense standards of performance or of rules governing conduct and performance. Some examples of such standards or rules include:

- carrying weapons of any kind (except for authorized use by Campus Safety Officers) and/or using fireworks on campus;
- violation of the College's service expectations;
- being at work under the influence of any intoxicant, drug, or chemical that interferes with the employee's work performance or that might adversely affect safety, or testing positive for such intoxicants, drugs, or chemicals;
- disorderly conduct;
- taking College property without permission;
- damaging property belonging to or entrusted to the College;
- violation of the College's Electronic Communications guidelines;
- violation of federal or state laws governing employment, including, but not limited to, laws prohibiting discrimination and laws affecting safety;

- violation of the College's Harassment policy;
- violation of the College's Solicitation and Distribution guidelines;
- excessive or unauthorized absenteeism or tardiness;
- using excessive or abusive, profane, obscene, or derogatory language;
- misusing the College's work-time, funds, equipment, or property;
- failure to repay money owed to the College; and/or
- refusing or failing to perform reasonable work assigned by a supervisor, including reasonable overtime work.

\*This list of standards and rules is not intended to be all-inclusive.

4. Authorized types of disciplinary action are:

- oral warning (and documentation),
- written warning,
- disciplinary suspension without pay,
- administrative leave, and
- discharge

Administrative Leave - An employee's duties and responsibilities may be suspended with or without pay. At the employer's discretion, designated on or off campus duties may be defined and assigned while on administrative leave. The length of administrative leave will be determined by the College.

If an employee has been found to have violated any of the guidelines listed herein, the employee may be suspended without pay, in whole-day increments for a length of time to be determined by the College.

The decision about whether to take disciplinary action and what type of disciplinary action is appropriate rests solely and exclusively with the College in each instance. Any level of discipline may be skipped if deemed appropriate by the College.

5. Converse reserves the right to immediately suspend and remove an employee from his or her job, pending a final decision as to discipline, at any time the administration deems such action necessary. Situations that may lead to immediate suspension and removal of an employee include, but are not limited to, situations in which the Administration deems such action necessary to protect the safety of persons, property, or both.

## **IV-D**

### **HARASSMENT - TITLE VII & TITLE IX**

Harassment disrupts the environment the College seeks to maintain. The College is committed to maintaining a working and learning environment which is free from harassment. The College does not approve of harassment of any type within the workplace and will not tolerate the harassment of its employees or students by anyone, including faculty, staff, managers, administrators, customers, vendors, or students. Harassment consists of unwelcome conduct that is based upon an individual's protected status such as race, color, religion, genetic information, sex, pregnancy, national origin, citizenship, disability, veteran status, age, sexual orientation or any other characteristic protected by law. While all forms of unlawful harassment are prohibited, sexual harassment deserves special mention.

#### **DEFINITION OF SEXUAL HARASSMENT**

The Equal Employment Opportunity Commission (EEOC) has issued guidelines regarding sexual harassment in the workplace. Under these guidelines, sexual harassment will be treated as unlawful sex discrimination in violation of Title VII of the Civil Rights Act of 1964, as amended.

“Sexual Harassment” is defined by the EEOC guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes threats or insinuations, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other conditions of employment.

Sexually harassing conduct at the College, whether committed by faculty, staff, managers, administrators, co-employees, customers, vendors, or students is prohibited. Such conduct may include, but is not limited to, unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unwanted graphic verbal comments about an individual's body; the display in the workplace of inappropriate and sexually suggestive objects, pictures, writing, language or drawings; or unwelcome touching or physical contact. Such conduct, whether committed by persons of the same or opposite sex, is prohibited whether or not it rises to a level that might legally constitute unlawful harassment.

**DEFINITION OF NON-SEXUAL HARASSMENT:**

Harassment for purposes of this policy is verbal or physical conduct that is derogatory or that shows hostility toward an individual because of his or her race, color, religion, genetic information, sex, pregnancy, national origin, citizenship, disability, veteran status, age, sexual orientation, or any other characteristic protected by law, and that creates an intimidating, hostile, or offensive working environment. Harassment may include, but is not limited to, epithets, abusive language, slurs, jokes, or other verbal or physical conduct relating to an individual's race, color, religion, genetic information, sex, pregnancy, national origin, citizenship, disability, veteran status, age, sexual orientation or any other characteristic protected by law.

**COMMITMENT TO ACADEMIC FREEDOM:**

As an academic institution, teaching, doing research, and learning are subject to the protections of "academic freedom." Actions or words used in the context of the academic curriculum and teaching environments that serve legitimate and reasonable educational purposes will not be evaluated as sexual harassment or other unlawful discrimination because of the principles underlying academic freedom.

**RESPONSIBILITY AND COMPLAINT PROCEDURE:**

Each department head, manager, and supervisor should maintain his or her workplace free from harassment, sexual harassment, and intimidation. In addition, department heads, managers, and supervisors should discuss this policy with their department members and employees, and assure them that they are not required to endure insulting, degrading, or exploitative sexual treatment, or unlawful harassment of any type. Department heads, managers, and supervisors must immediately report to their Vice President and the Director of Human Resources any complaints received from employees or students concerning harassment, including, but not limited to, sexual harassment. Department heads, managers, and supervisors must also report to their Vice President or the Director of Human Resources any other potentially harassing conduct or incidents of which they might see, hear, or otherwise become aware.

Any employee or student affected by any type of visual, verbal, or physical harassing conduct, whether from faculty, staff, managers, administrators, customers, vendors, or students, should report the matter to his or her supervisor, a Dean, or the Director of Human Resources. It is your responsibility as an employee or student without fear of reprisal to bring any form of harassment, including, but not limited to, sexual harassment, to the attention of the administration or management. An investigation of the complaint will be handled with confidentiality to the fullest extent possible. Any employee who subjects another to harassment or to other inappropriate conduct will be subject to disciplinary action up to and including termination. Any student who subjects another to harassment or to other inappropriate conduct will be subject to disciplinary action, including the possibility of suspension or expulsion from the College. It is the responsibility of the College to make the intensely fact-specific determination of whether harassment actually has occurred, and to determine what, if any, disciplinary or corrective action will be taken. If it is determined that an individual willfully made a false accusation of harassment, he or she may be subject to appropriate disciplinary action consistent with current College policies and procedures, up to and including termination of employment, or in the case of a false accusation by a student, suspension or expulsion.

**PROHIBITION AGAINST RETALIATION:**

The College also prohibits retaliation against person(s) who, in good faith, bring a complaint of harassment to the administration's or management's attention. If you believe you have been retaliated against for reporting discrimination or harassment, or for making such a complaint, or for participating in an investigation related to discrimination or harassment, you should immediately report the alleged retaliatory action to the Director of Human Resources or your Vice President.



## **Statement of Purpose and Values**

Converse College is dedicated to providing a learning, living, and working environment that is free from sexual harassment and sex discrimination. We are committed to ensuring a safe campus climate for our entire College community. We promote fundamental rights, advance individual and institutional integrity, and uphold the vital aims of Title IX. Converse College prohibits sexual and gender-based misconduct (hereafter “prohibited conduct”) in any form, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, dating violence, and retaliation, all as defined in Appendix A of the full Policy. The College will respond to reports of prohibited conduct in accordance with this Policy.

## **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Subsequent guidance from the Office for Civil Rights clarified that educational institutions should regard sexual harassment, including all forms of sexual violence, as a form of sex discrimination prohibited by Title IX. Educational institutions, including Converse College, have trained Title IX Coordinators, adopted a Sexual and Gender-Based Misconduct Policy, and expanded prevention and education efforts on campus.

## **Policy Scope**

*Who This Policy Covers.* This Policy applies to all Converse College students, all individuals employed by Converse College, individuals contracted with the College to provide service to students, and all third-party vendors related to Converse College. In particular, this Policy protects students and employees who fit either of the following descriptions:

1. Are victims of any form of prohibited conduct, by any other person (student, employee, or others outside the College community)
2. Are accused of engaging in behavior prohibited by this Policy.

Any person may file a complaint alleging prohibited conduct (see Appendix A of the full policy) against a Converse College student or employee. However, with respect to any complaint that is 1) by a person who is not a member of the College community, or 2) relating to non-College conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint bears a sufficient nexus to the educational program or employment relationship of a Converse College student/employee or constitutes a sufficient risk to the College community to proceed under this Policy.

*Geographic Location.* This Policy is applicable to College community members (students, employees, contracted services, and third party vendors) regardless of the geographic location or virtual location of the incident.

*Conduct This Policy Covers.* This Policy encompasses all conduct prohibited under Appendix A of the full Policy. Prohibited conduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

# CONVERSE COLLEGE RESEARCH MISCONDUCT POLICY<sup>1</sup>

## I. Introduction

Converse College (“Converse”) holds to the highest standards of research integrity and expects all of its faculty, staff, students, and persons affiliated with Converse in the proposal or conduct of research to conduct research according to these standards.

Through the Office of the Provost and through the academic deans, Converse supports a community of ethical conduct and research integrity. Every researcher is personally responsible for his or her conduct when performing research and will be held to the highest ethical standards.

## II. Scope

This policy applies to any person who is employed by, is an agent of, is under the control of, or is affiliated by contract or agreement with Converse, and to any student of Converse who is engaged in or applying for engagement in research, as defined in Section III of this policy. This policy applies to any principal investigators, co-principal investigators, technicians, and other staff members, as well as to students engaged in independent or faculty-mentored research, including those working as laboratory or research assistants.

## III. Definitions<sup>2</sup>

- A. The *Deciding Official* means the Provost of Converse College. The Provost will make determinations on allegations of research misconduct and determine any institutional responses. At Converse, the Provost (or his/her designee) also serves as the *Research Integrity Officer*, who assesses allegations of research misconduct and determines when such allegations warrant inquiries and who oversees inquiries and investigations.
- B. *Inquiry* means gathering information and initial fact-finding to determine whether an allegation or apparent instance of research misconduct warrants an investigation.
- C. *Investigation* means the examination and evaluation of all relevant facts to determine if research misconduct has occurred, and, if so, to determine the responsible person, the seriousness of the research misconduct and to evaluate appropriate action.
- D. *OIG* means the Office of the Inspector General, the office within the National Science Foundation (NSF) that is responsible for the research misconduct and research integrity activities.

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<sup>1</sup> Sections of this policy have been taken from or modeled on the SAMPLE POLICY AND PROCEDURES FOR RESPONDING TO ALLEGATIONS OF RESEARCH MISCONDUCT published by the Office of Research Integrity, U.S Department of Health and Human Services, accessed on March 18, 2019, at <https://ori.hhs.gov/sites/default/files/SamplePolicyandProcedures-5-07.pdf>

<sup>2</sup> Section III of this policy has been adapted in part from Clemson University’s *Policy for Responding to Allegations of Research Misconduct*, accessed on March 18, 2019, at <http://media.clemson.edu/research/sponsored- programs/policies/research-misconduct.pdf>

- E. *ORI* means the Office of Research Integrity, the office within the U.S. Department of Health and Human Services (DHHS) that is responsible for the research misconduct and research integrity activities of the U.S. Public Health Service.
- F. *PHS* means the U.S. Public Health Service, an operating component of the DHHS.
- G. *PHS regulation* means the Public Health Service regulation establishing standards for institutional inquiries and investigations into allegations of research misconduct, which is set forth at 42 C.F.R. Part 93.
- H. *Research* for the purposes of this policy is defined as any systematic investigation, including research proposal development or pilot testing, designed to develop or contribute to generalizable knowledge. Generalizable knowledge includes any systematically generated products of research intended for dissemination within or beyond the institutional setting.
- I. *Research misconduct* is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion. (Source:

65 FR 76260-76264; 70 FR 37010-37016; 2 CFR § 910.132; 10 CFR § 733.3)<sup>3</sup>

- J. A *finding of research misconduct* requires that:

- There be a significant departure from accepted practices of the relevant research community;
- The misconduct be committed intentionally, or knowingly, or recklessly; and
- The allegation be proven by a preponderance of evidence.

(Source: 65 FR 76260-76264; 70 FR 37010-37016; 2 CFR § 910.132; 10 CFR § 733.3)<sup>4</sup>

- K. *Respondent* means the person against whom an allegation of research misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.
- L. *Complainant* means a person who makes an allegation of research misconduct.

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<sup>3</sup> From <https://science.energy.gov/grants/policy-and-guidance/research-misconduct/> , accessed on March 18, 2019.

<sup>4</sup> From <https://science.energy.gov/grants/policy-and-guidance/research-misconduct/> , accessed on March 18, 2019.

## **IV. Rights and Responsibilities**

### *A. Deciding Official and Research Integrity Officer (DO-RIO)*

The Provost will serve as the DO-RIO, who will have primary responsibility for implementation of the institution's policies and procedures on research misconduct. The DO-RIO will:

- Receive allegations of research misconduct;
- Assess each allegation of research misconduct to determine whether it falls within the definition of research misconduct and warrants an inquiry;
- As necessary, take interim action and notify any appropriate agency (OIG, ORI, PHS, or any other) of the circumstances of the allegation;
- Sequester research data and evidence pertinent to the allegation of research misconduct and maintain it securely;
- Provide confidentiality to those involved in the research misconduct proceeding as required by 42 C.F.R. § 93.108, other applicable law, and institutional policy;
- Notify the respondent (whenever possible) and provide opportunities for him/her to review/comment/respond to allegations, evidence, and other relevant information;
- Inform respondents, complainants, and witnesses of progress in the investigation of any allegation of research misconduct;
- Adjudicate any allegations of research misconduct;
- Ensure that administrative actions taken by the institution and any granting agency are enforced and take appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, professional societies, and licensing boards of those actions as the DO-RIO determines is applicable; and
- Maintain records of the research misconduct proceeding and make them available to granting or sponsoring agencies as required by terms of grant or sponsorship.

### *B. Complainant*

The Complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with the inquiry and investigation. As a matter of good practice, the Complainant must be interviewed during an investigation.

### *C. Respondent*

The Respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry and investigation. Whenever practicable, the Respondent is entitled to:

- A good faith effort from the DO-RIO to notify the Respondent in writing at the time of or before beginning an inquiry;
- An opportunity to comment on the inquiry report and have his/her comments attached to the report;
- Notification of the outcome of the inquiry and a copy of the inquiry report;

- Notification in writing of the allegations to be investigated within a reasonable time after the determination that an investigation is warranted; and
- The opportunity to be interviewed during the investigation.

The Respondent should be given the opportunity to admit that research misconduct occurred and that he/she committed the research misconduct. The DO-RIO or the President of Converse may terminate the institution's review of an allegation that has been admitted, if the admission and any proposed settlement and any action by any relevant agency is acceptable to the President of Converse.

## V. Completion of Cases and Administrative Action

- All inquiries and investigations will be carried through to completion.
- A case may be closed at the inquiry stage on the basis of a finding by the DO-RIO that an investigation is not warranted.
- A case may be closed by the DO-RIO at the investigation stage on the basis of a finding of no misconduct.
- If the DO-RIO determines that research misconduct is substantiated by the findings, he/she will decide on the appropriate actions to be taken.

The administrative actions in the case of faculty, staff members or other non-student researchers affiliated with or under the control of Converse may include:

- Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found;
- Removal of the responsible person from the particular project;
- Letter of reprimand;
- Special monitoring of future work;
- Suspension from future Converse research, either for a limited time or permanently;
- Restitution of funds to the grantor agency as appropriate;
- In egregious cases as determined by the DO-RIO, the initiation of steps leading to termination of employment as specified in Section VII.2 of the *Converse College Faculty Handbook* (for faculty) or Section V-Q of the *Staff and Administrative Handbook* (for staff); and
- Other action appropriate to the research misconduct.

The administrative actions in the case of student researchers may include:

- Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found;
- Removal of the responsible person from the particular project;
- Letter of reprimand;
- Special monitoring of future work;
- Suspension from future Converse research, either for a limited time or permanently;
- Restitution of funds to the grantor agency as appropriate;
- In egregious cases as determined by the DO-RIO, referral of the student to the Converse College Honor Board, as specified in the *Converse College Student Handbook* in the Section, "Honor System"; and Other action appropriate to the research misconduct.

## **IV-E**

### **PERFORMANCE MANAGEMENT PROCESS**

Performance evaluations are an integral part of the College's Performance Management Process. The performance evaluation consists of a written evaluation of the employee's job performance, the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals. The College expects that employees and their supervisors will meet periodically to evaluate work goals and required competencies. Evaluation of job performance should be an ongoing process. Proper supervision includes on-going, informal observation and constructive criticism of performance.

More formally, at least once a year all supervisors are encouraged to provide a written evaluation of the performance of employees under their supervision. Among the criteria a supervisor may utilize for evaluation are:

- Performance level of the employee;
- Employee's potential for growth in specific areas of performance;
- Positive feedback in areas wherein the employee is doing well;
- Basis for a specific plan to improve performance;
- Compliance with the College's service expectations.

## **IV-F**

### **SERVICE EXPECTATIONS**

It is the policy of Converse College to encourage and expect each employee of the College to at all times meet and comply with the following Service Expectations:

#### **Caring Attitude**

- Welcoming (smiles, friendly)
- Courteous
- Encouraging
- Compassionate
- Considerate of others
- Helpful (patience)

#### **Integrity**

- Respectful
- Appropriate confidentiality
- Diligent work ethic
- Trustworthy
- Honest
- Professional

#### **Teamwork**

- Reliable
- Shares knowledge
- Willing to help others
- Flexible
- Supportive
- Positive approach

#### **Effective Communication**

- Good listener (makes eye contact, attentive)
- Communicates clearly (oral and written)
- Approachable

*The statements following each Converse Service Expectation are intended to be examples of the behavior. Additional expectations may be set forth.*

## **IV-G**

### **POLICY FOR INTERNET AND SOCIAL MEDIA USE**

#### **OVERVIEW**

Use of the internet and social media can provide engaging and rewarding ways to connect with family, coworkers, and friends around the world. The rapid growth and pervasiveness of digital technologies combined with ease of use make them attractive channels of communication.

However, for entities such as colleges and universities with a variety of departmental and program-related accounts, it is critical to differentiate between personal voice and institutional voice in employee posts and to be mindful of the manner in which all content reflects the institution.

Converse College has adopted the following policies to help employees engage online in respectful, relevant ways that protect both the College and its employees, and that follow the letter and spirit of the law. The same professional expectations for interacting with students, parents, alumni, donors, media, and other college constituents apply online just as they do in the workplace. Employees are accountable for their posts to social media sites, regardless of whether they intend to speak on behalf of the College.

This policy sets forth the College's expectations regarding employee use of the internet and social media for the official business of Converse College, regarding the College, its schools, departments, offices, and College alumni, students, faculty and staff. For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, whether or not associated or affiliated with Converse College, as well as any other form of electronic communication. Violations of this policy may result in disciplinary action up to and including termination. Disciplinary actions for faculty are administered in accordance with the policies contained in the Faculty Handbook.

\* \* \*

#### **POLICIES FOR ALL EMPLOYEES REGARDING USE OF INTERNET AND SOCIAL MEDIA**

##### **Personal Use During Work Hours**

Personal use of social media should not conflict with work responsibilities, and thus employees should refrain from using social media and internet for personal purposes during their work hours. Use that interferes with employee performance or that is done while the employee is counting hours for purposes of pay is prohibited. Employees may use social media for business purposes during their work hours. Please refer to the College's Acceptable Use Policy in the Employee Handbook as further reference.

##### **Think (and Pause) Before Posting**

Privacy does not exist in the world of social media. Be aware that posts are or easily can be made available by forwarding or copying to the public at large, including prospective students, current students, your supervisor and colleagues, and your peers. Additionally, search engines can display posts years after they are created (and even deleted). Consider the impact your post may have on members of the College's constituent groups, and how it may reflect both on you and the College before publishing. Comments that would be deemed inappropriate in the workplace or that are discriminatory in nature may constitute a violation of Converse's policies, even if the comments are personal and unrelated to Converse business. If you are unsure about posting something or responding to a comment, ask your supervisor for guidance or contact the Office of Communications.

### **Share Content Effectively**

Maximizing positive visibility for Converse College on the internet and social media is integral to the College's marketing efforts. Employees are encouraged to share College news and events that are a matter of public record with their family and friends, and to engage with Converse College social media channels by liking, commenting and sharing. Linking straight to the information source or sharing directly from official Converse College channels are the most effective ways to share news and direct users back to the Converse.edu website. This also allows Converse to track the reach of posts made to official Converse channels.

### **Do Not Use Converse College Name, Logos or Imagery for Personal Endorsement**

Converse values the individual perspectives and personal expression of employees, and upholds the academic freedom of faculty members. A clear separation between personal expression and professional representation should be made by restricting use of Converse College logos, wordmarks, icons, copyrighted material or other official College imagery to business purposes only. They should not be used for personal promotion of a product, service, cause, ideology, political party or candidate not directly and publicly promoted by the College.

### **Maintain Confidentiality**

Use good ethical judgment and follow the College's policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA), when posting online content. Do not post confidential or proprietary information about Converse College, its students, its alumni, or your fellow employees.

### **Respect Copyright and Intellectual Property Rights**

When posting, comply with all copyright and intellectual property right laws. Be mindful of the copyrights and intellectual property rights of others and of the College.

### **Be Accurate**

Verify that information is correct before posting it on social media. Review for grammatical and spelling errors, and make sure you have appropriate permissions if writing about or sharing images of people or organizations. This is especially important if you are posting on behalf of the College.

### **Seek Guidance for News Media Interaction**

Social media content may generate interest from the news media (print, television, radio, online). If you are contacted by the media about a College-related posting, contact the media relations director in the Office of Communications immediately for guidance before responding.

### **Maintain Transparency**

The line between professional and personal business is sometimes blurred, which is inherent to the nature of social media. The best approach is to be thoughtful about your content and potential audiences. Be clear about your identity. In personal posts, you may identify yourself as a Converse faculty or staff member. However, please be clear that you are sharing your views as an individual, not as a representative of Converse College. If you identify yourself as a member of the Converse community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues, just as you would in any other public arena.

### **Be Thoughtful in Making Social Media Connections**

Be thoughtful in your decision to "friend," "like," "follow," or "connect," or before accepting such requests. It is important to recognize that there is the potential for misinterpretation of relationships such as faculty-student, supervisor-subordinate, and staff-student in social interactions. If you are in doubt, please contact Human Resources.

## **Follow Terms of Service**

Obey the Terms of Service of any social media platform you use.

\* \* \*

## **POLICIES FOR EMPLOYEES CONTRIBUTING TO SOCIAL MEDIA ON BEHALF OF CONVERSE COLLEGE**

Employees who use social media on behalf of Converse College in any capacity must adhere to the following guidelines in addition to all guidelines above.

Posting to social media on behalf of Converse is an important responsibility. Employees with administrative or editorial access to Converse-related usernames are creators of content that immediately and directly reflects on the College. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval.

### **Converse College Official Accounts**

The College's primary, official online channels including [www.converse.edu](http://www.converse.edu), Facebook, Twitter, LinkedIn and any other online presence established with the sole name of "Converse College," are maintained by the Office of Communications. Social media accounts representing Converse offices, departments, schools, etc. should bear the name of the specific program or department (e.g. "Converse College MFA"), with graphics and content that are clearly related to the particular department, rather than the institution as a whole. Please reference the Branding & Visual Identity Guide in the Communications section of *my.converse*.

### **Managing Administrative Access and Transitions**

All college-affiliated social media accounts must grant administrative privileges to the Office of Communications. This does not involve sharing access to your personal social media account, even if you are the creator of the Converse-related account. Sharing administrative rights with the Office of Communications does not mean that Communications will manage or contribute to the account in any way; rather, this provides security in maintaining and transitioning ownership of the account in the future.

When employees who have editorial or administrative access to social media accounts no longer require access to these accounts, administrative roles must be updated immediately. Be mindful of the roles attributed to student workers, employees transitioning to new roles on campus, and those who have left the College.

### **Process for Creating a Converse College Social Media Presence**

To ensure that your social media efforts adhere to the branding and policy standards of Converse College (find the Branding & Visual Identity Guide in the Communications section of *my.converse*), new College-affiliated social media accounts must be created in collaboration with the Office of Communications. To initiate this process, contact [communications@converse.edu](mailto:communications@converse.edu).

### **Plan, Commit, and Engage Your Audience**

- Assign a member of your team to regularly monitor postings and content.
- Create a **content calendar** with pre-planned content for slow periods. Aim for high traffic times for postings and updates.
- Consider managing social platforms with a free **Hootsuite account** to communicate with multiple administrators and monitor communications from students and/or the public.
- While the recommended minimum frequency for posting is twice a week, be sure not to overload your followers with updates.

- Keep it conversational. Post or share content that engages your audience to communicate back with you and with one another.
- Social media can be a powerful tool to drive audiences to the Converse.edu website for more information. Whenever possible, link back to a specific post or page on the Converse website (news story, academic page, calendar event, etc).

### **Compliance with College Policies**

Communication on social media sites for College purposes must comply with all applicable College policies. Converse College has the right to deactivate any College-affiliated account based on violations of the Policy for Internet and Social Media Use.

### **Stagnant Accounts**

The Office of Communications may disable or temporarily unpublish any College social media accounts that are dormant (no posts, no activity) for more than six months, as such stagnancy reflects poorly on the College. Your department will be notified before a page you manage is disabled.

\* \* \*

### **THINGS TO CONSIDER WHEN PLANNING TO CREATE A NEW social media ACCOUNT ON BEHALF OF CONVERSE COLLEGE**

- **How can social media help my department meet its goals?**
  - What is your objective for using social media? Is it to inform, share information, gain feedback, and/or engage with your audience? Knowing your goals will help you make decisions about where to establish accounts, what information to share, and who you will reach.
  - In many cases, it may be easier and more effective to meet social media goals by contributing to a related, established account within the Converse community.
- **Who are our audiences? Is social media the appropriate channel for reaching them?**
  - Are there other channels that might be more effective? It's important to first determine where and if your audience is active on social media channels.
- **Do we have the resources for content development, execution and maintenance?**
  - Consider the time and personnel you will need to maintain social media efforts beyond the initial start-up phase. What you share on social media will reflect on your department or unit and influence how others see you, so be prepared to share relevant and consistent content and respond to users often.
  - If you're not able to do maintain an engaging social media presence, consider developing relevant content for Converse College accounts with established audiences already in place (e.g. departmental sites).

The Office of Communications is available to support and assist you in your social media efforts on behalf of Converse College. For questions or help with your Converse-related accounts, contact [communications@converse.edu](mailto:communications@converse.edu).

## V-A

### **AMERICANS WITH DISABILITIES ACT (AND RELATED STATE AND LOCAL LAWS)**

Converse College complies with the ADA and similar state and local laws by not discriminating against qualified individuals with disabilities. Converse also limits the instances it seeks medical information from employees, and keeps that medical information confidential (on a need-to-know basis). Finally, where appropriate, the College offers reasonable accommodations qualified disabled individuals so long as the employee is able to perform the essential functions of the position and those reasonable accommodations will not create an undue hardship on Converse or pose a threat to health or safety. Accommodations are those changes, modifications, or alterations that allow an otherwise qualified employee to enjoy the benefits of working and perform all essential functions of his or her position notwithstanding a physical or mental impairment. Accommodations may be in the form of changes in the workplace, leave, or reassignment to vacant positions. Persons seeking accommodations will be required to provide documentation of their disability status and abilities/restrictions. Failure to cooperate with the College's efforts to reach a reasonable accommodation will result in denial of protection under the applicable law. If two or more accommodations are reasonable and will be effective, the College has the right to decide what accommodation to make.

#### **Accommodation Leave under the ADA (and similar laws)**

Accommodation leave applies only to employees who: (1) do not meet the eligibility requirements under FMLA or who have exhausted FMLA leave; (2) are under the care of a licensed healthcare provider (practicing within the terms of his or her license); and, (3) are currently unable to perform one or more essential functions of their position, with or without accommodations. If Converse crafts an accommodation for the employee that would allow him or her to perform the essential functions of the position even with the current medical restrictions, then leave under this policy will be unavailable.

To obtain leave under this policy, the employee must cooperate with Converse to obtain medical information substantiating: (1) the nature of impairment; (2) the functions the employee cannot perform; (3) the amount of time the employee will have the restrictions; (4) an estimated return-to-work date; (5) the level of confidence of the physician; and (6) estimated restrictions that will still exist after the employee is released to return to work.

Leave under this policy is discretionary. Converse will attempt to balance the employee's need for leave, the effectiveness of granting the leave, the reasonableness of the length of time requested, and the level of confidence of the physician on the one hand, with the needs of the organization and the hardship posed to the College in granting the leave on the other hand. If the leave is granted, it will be job-protected.

Employees must concurrently exhaust any available paid time off (such as vacation, sick pay, or personal time off), Converse Leave benefits, Family Medical Leave, short-term disability benefits, workers' compensation benefits, or any other form of applicable paid leave during ADA leave. If no such paid time off is available, leave under this policy is unpaid and runs concurrently with any other Converse Leave and/or Family Medical Leave benefits.

If the employee requests an extension of leave, if the circumstances described by the original certification have changed significantly, or if the College receives information that casts doubt upon the continuing validity of the original certification, the College may require immediate re-certification of the employee's medical condition.

If the employee recovers sooner than anticipated, the employee must communicate with Converse and make arrangements to return to work.

Leave under this policy must be used for its intended purpose. If Converse determines that the employee provided false information in order to obtain the leave, or is using leave when such leave is not medically necessary or otherwise unnecessary, the employee may be subject to discipline, up to and including termination.

Revised August 2019

## V-B

### BACKGROUND INVESTIGATIONS

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND CONVERSE COLLEGE. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. CONVERSE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT IN WHOLE OR IN PART AT ANY TIME WITH NO PRIOR NOTICE. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS DOCUMENT CREATE ANY CONTRACT OF EMPLOYMENT.**

#### CRIMINAL BACKGROUND INVESTIGATION

##### **Policy**

Converse College is committed to hiring qualified employees and to providing a safe and secure environment for our students and employees. To that end, criminal background checks will be conducted for all faculty, staff, and student employees to whom job offers are made, and new and current volunteers providing services on behalf of the college who meet the criteria outlined below.

During the background check process, Converse will also verify a candidate's educational qualifications and maintain these verifications as part of the employee record. Additionally, a motor vehicle report may be required for any employee who will operate a Converse College vehicle or who will operate a vehicle regularly in the course and scope of his/her employment with Converse.

All employees may be subject to background checks at least every five years as a condition of continued employment in accordance with the procedure listed below for candidates. The failure to consent to the background check, including execution of all documents necessary to allow the check, is grounds for termination of employment.

A criminal background investigation will be performed for any individual who meets any one of the following descriptions:

- Candidates selected to fill a position.
- Individuals who are being considered for reemployment.
- Individuals who have a lapse of employment for one year (rolling calendar year) or greater from the last day worked.
- Student employees working with, or having access to, minors or children who are less than 16 years of age.
- Employees working with or having access to minors who are not enrolled as students of the College must have a criminal background check at least once every two years.
- Internal employees changing positions at the College due to a promotion, lateral transfer, demotion, or who have been assigned Sensitive Duties.
- Individuals who volunteer as part of a college-sponsored summer camp or program offered to minors. At a minimum, college-sponsored summer camp or programs must comply with criminal background checks every two years for returning volunteers. The Coordinator of such camps or programs will work with the Payroll Administrator and Director of Human Resources to ensure proper communication of new/returning personnel.

- For any employee or volunteer who has been convicted of a misdemeanor, felony or other offense of moral turpitude or for any crime as listed below.
- Any current employee who reports a criminal charge or conviction as listed below.
- In addition, the College may perform background checks every three years or less as circumstances dictate for employees assigned Sensitive Duties.

**Exception:**

- Faculty members under consideration for reappointment, promotion to a new professional rank, departmental chair position, or the conferral of permanent tenure.

In accordance with the procedure listed below and EEOC Enforcement guidance, any employee (including faculty, staff, and student-employees) charged or convicted of an unlawful offense (excluding minor traffic violations) must report such charge or conviction to Human Resources within three days of such charge or conviction, regardless of when or where such a conviction occurs. The charges or convictions which must be reported include, but are not limited to:

- DUI/DWI,
- Any drug or alcohol related offenses,
- Offenses related to child molestation, child pornography, indecency with a minor, or other sexual offenses,
- Crimes of violence as defined in the United States Code, [Title 18, Part 1, Chapter 1, Section 16](#), including domestic abuse, or any crime of violence as defined by the [South Carolina Statutes](#),
- Fraud, theft, burglary, robbery, or any misuse of money, funds, credit, or government property and/or,
- Invasion of privacy, identity theft, or stalking, or
- Contempt of court that results in incarceration.

Failure to report any charges or convictions could lead to a disciplinary consequence up to and including termination. If a charge or conviction is properly reported, a review of the occurrence will determine if further actions are necessary.

**Confidentiality and Retention of Background Check Records**

Employment-related background checks are considered part of the personnel file and are not subject to public release except as required or allowed under applicable provisions of state law. Background check records generated under this policy will be maintained in accordance with the Retention of Documents Policy- *Administrative and Staff Handbook*.

**Definitions**

For the purpose of this Policy, the following definitions apply:

1. **“Charge”** means an accusation of a crime by a formal complaint, information, or indictment.
2. **“Conviction”** means guilty verdict, guilty plea, and Alford or Kennedy plea, a pleas of ‘no contest’, or any other resolution that is the functional equivalent of a judgment, including probation before judgment and deferred prosecution.
3. **“Employee”** means any individual regardless of whether they are employed by the College in a permanent, temporary, contract, or consulting position.
4. **“Sensitive Duties”** are identified by Risk Management, Safety and Security, VP for Finance & Administration/CFO/Controller, Facilities Management, VP Institutional Advancement, CIO, and Human Resources. Sensitive Duties include:
  - a. Direct responsibility for the care, safety, and security of non-student minors.

- b. Direct access to or responsibility for cash, cash equivalents, or credit card information. College property disbursements or receipts, or extensive authority for committing the financial resources of the College.
- c. Direct access to or responsibility for the safety, security, intellectual property, and information technology or areas designed by the College as safety or security sensitive.
- d. Master key access to building, residence halls, or other secure facilities. Electronic access and areas requiring a high level of security, such as those that store money, research facilities, etc.

### **Procedure for Background Checks**

The State Law Enforcement Division (SLED) and/or an outside vendor with whom the College has contracted, hereafter referred to as the Background Investigator, working with a Human Resources staff member will conduct the criminal background checks. The College will ensure that all background checks are conducted in compliance with applicable federal and state statutes including but not limited to the Fair Credit Reporting Act (FCRA), Title VII of the Civil Rights Act, and Converse College's Equal Employment Selection Procedures –Section I-A of Employee Handbook.

Prior to conducting a criminal background check, a consent form to conduct the check must be obtained from the candidate. Additionally, candidates will be asked to disclose any convictions other than minor traffic violations. The form will be kept in strict confidence in the Human Resources Office. The Background Investigator will conduct an investigation in the state(s) in which the applicant has lived and/or worked for at least seven (7) years to determine whether there is any criminal conviction that could affect the hiring decision, as well as other key criminal background checks and will perform a national sex offender list background check.

An offer letter may be extended with a conditional offer “contingent on favorable results from the criminal background check.” If a candidate did not disclose a criminal record, finding, or judgment on the application or during the search process and the candidate is later found to have such a record, finding, or judgment, then an offer of employment may be rescinded or the employment may be terminated without any additional due process or hearing considerations, regardless of tenure status. Additionally, the employee may be disqualified from future employment by Converse.

If a conviction is detected during the background check process, the hiring official and the hiring official's supervisor in consultation with the Human Resources Director or designee will make the determination of fitness for employment. A conviction itself does not constitute an automatic bar to employment. Factors to be considered in determining fitness for employment include, but are not limited to, the relevance of the conviction to the position sought, the time that has elapsed since the problem occurred, and evidence of rehabilitation.

If an adverse hiring decision is made based in whole or part due to the information contained in the criminal background report, a notification letter and a summary of the applicant's rights under the Fair Credit Reporting Act will be mailed to the applicant.

An applicant's criminal conviction report is confidential personnel information and all parties having knowledge of any of the content therein will maintain it as confidential.

## V-C

# CAMPUS SIGNAGE

This policy provides general guidelines for signage on the Converse College campus. The purpose is to:

- a) provide clear, concise information for all users;
- b) improve way-finding and promote public health, safety and welfare;
- c) create a unified and attractive sign appearance across all facilities;
- d) minimize maintenance and repairs of the buildings;
- e) eliminate inconsistent, ineffective and unnecessary signs.

This policy supersedes all other sign policies. All signage issues not specifically addressed by this or other college policies are to be referred to the Facility Planner.

### DEFINITIONS

**ADA** - Americans with Disabilities Act (ADAAG). Unless otherwise stated, all public signage at Converse must comply with the federal regulations of ADA.

**Accessible Path of Travel** - That portion of the building circulation which allows access to building areas by all persons, regardless of disability, including wheel chair users.

**Building Circulation** - Spaces designated for people to travel within a building; lobbies, corridors, exit doors, stairs and elevators.

**Life Safety** - Any device or building element specifically designed to warn or protect the occupants of a building, or to allow the occupants to safely exit the building.

**Mechanical** - Any part of the heating and cooling, plumbing and electrical systems that are part of the building.

**Public Area** - Any part of the building generally accessible to all occupants of the building.

### POLICIES & PROCEDURES

Proposed campus signage must conform to the signage standards in this document and be presented to the Facility Planner for approval prior to ordering and installation. If policies and procedures are not properly followed, the responsible department will be required to make (and fund) any needed corrections to bring signage in line with campus policy.

#### 1.1 SIGN CONTENT APPROVAL

Department-specific signs must be approved by the department head, and then submitted to the Facility Planner for approval before production.

## **1.2 SIGN DESIGN APPROVAL**

Sign design should follow the provisions within this policy. For any design or placement issues not specifically covered by this policy, consult the Facility Planner for guidance and final approval.

## **1.3 SIGN INSTALLATION**

All permanent campus signage is to be installed and removed by the Converse Facilities Department or a designated sign contractor.

## **1.4 ADA SIGN MOUNTING AND LOCATION HEIGHT**

ADDAAG 4.30.6 states: “Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60 in (1525 mm) above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 in. (76 mm) of signage without encountering protruding objects or standing within the swing of a door.”

## **1.5 TEMPORARY SIGNS / DISPLAYS**

Temporary signs shall not be used in place of standard signage. No surface damaging adhesives (e.g. duct tape) or surface-penetrating fasteners are to be used to display temporary displays of any kind. Upon the posting of temporary signs, ensure permanent signs and ventilation grills are not obstructed. Temporary signage design and content should follow the same approval process as permanent signage.

## **1.6 BANNERS**

All banner designs must be approved by the communications department before being ordered and placed on campus.

## **1.7 WALL GRAPHICS**

No graphics or lettering is to be applied to a building surface except as part of the original or remodeled building design administered by the Facility Planner. To ensure proper scale, location, and general compatibility with the building décor, any interior wall graphic must be approved prior to its application on a building surface. This will be executed by using the enhancement project request form.

## **1.8 BUILDING SURFACE ARTWORK IN COMMON AREAS**

Due to concerns regarding general building maintenance, acceptability of the artwork proposed and the need to have some control over modifications to campus property, proposed artwork must be approved in advance using the enhancement project request form. Common areas are generally defined as, but not limited to, the following:

- Campus buildings: hallways, lobbies, balconies, porches, courtyards, and auditoriums.
- Athletic complex: Lobbies, patios, gym, and athletic fields.
- Residence halls: Lobbies, hallways, balconies, porches, and courtyards.
- All grounds and building exteriors

## **EXTERIOR SIGNAGE**

### **2.1 CONVERSE IDENTIFICATION SIGNS ALONG CAMPUS PERIMETER**

Converse identification signs along the campus perimeter will be a large oval made of HDU, 1 ½ thick x 48”x 72”, with flat purple background (pantone 2627) and gloss metallic gold (pantone 873) text, tower, and border. Sign will be painted with clearcoat. Size of the Goudy font is determined in accordance with letter visibility chart (Appendix A) and/or size of sign.

### **2.2 EXTERIOR BUILDING IDENTIFICATION**

- a) Building name is surface-mounted, metallic gold colored, plastic free standing letters, Goudy font, height appropriate to the letter visibility chart (Appendix A) and /or scale of building.
- b) Building street number shall face street side; it will be surface mounted 4” letters or appropriate to the letter visibility chart (Appendix A) and /or scale of building matching the characteristics of the building name sign.
- c) Accessible entrance(s) to the building are indicated by a 4”x 4”, blue & white accessible route sticker.
- d) Building information sign directories shall be Converse purple with white vinyl lettering using “Goudy” font. The Converse College logo should be at the top, followed by the name of the building. Size of the font is determined in accordance with the letter visibility chart (Appendix A) and size of sign.
- e) Other signs are permitted on the exterior of the building, only with prior approval from the Facility Planner.

### **2.3 TREE SIGNS**

Award and dedication signs for trees will be 4”x 6” aluminum or bronze plaque with post.

## **INTERIOR SIGNAGE**

Signs will conform to the present design standard that exists in each building. The design standard for new construction will be determined by an Interior Design Committee for the construction project. Any deviations from the design standard of a particular building must be approved by the Facility Planner.

### **3.1 STANDARD INTERIOR SIGN LOCATIONS**

- a) Locate the sign on the latch side of the door – same wall as the door, 2” from the doorframe. On doors with two unequal leaves, the sign is located on the latch side of the main leaf.
- b) When the sign will not fit next to the latch side of door (located in an alcove), move the sign out to the nearest corridor wall, 2” from the corner.
- c) Grip-A-Strip bars may be located beneath the room sign to be utilized for the purpose of posting notices pertaining to that room or Faculty schedule.
- d) When two or more doors are located in close proximity, combine signs if possible and center them between doors or locate each sign closest to the corresponding door – 2” from the frame on the latch or hinge side.
- e) When new signage is installed in locations with existing non-standard or duplicate signage, removal of old signage and repair and/or refinishing of building surfaces shall be included in the project.

- f) When the sign will not fit near the corresponding door in the above configurations, contact the Facility Planner.

### **3.2 BUILDING ENTRY**

Building directories are used to display departments, services and names of people located in the building. They are to be mounted within view of the building's main entry doors. The content of the directories shall be organized in an alphabetical listing of names and corresponding room numbers. The directory cabinet should complement the building architecture.

### **3.3 ROOM IDENTIFICATION**

- a) Office signs should follow the building standard if one is already established, and otherwise should contain the room number and employee title/names on an engraved plastic rectangle. It is preferable to use title vs. name wherever possible. Offices can have a "Grip-a-Strip" or metal index card holder for their schedule.
- b) Department directories will be mounted at the entrance to the department suite and organized in an alphabetical listing of names and corresponding room numbers. The directory style is to follow the building standard when applicable and should complement the building architecture.
- c) Restroom signs consist of a pictogram, text and Braille.
- d) Enclosed stairs & elevator signs are to include a pictogram, text and Braille. Stairs that are not designated exit/fire stairs shall only have a sign listing the rooms they lead to.

### **3.4 BULLETIN BOARDS & DISPLAY CASES**

Prior to ordering bulletin boards or display cases, approval of the size, type and mounting location must be obtained from the Facility Planner. Once mounted, bulletin boards or display cases are considered part of the building and may not be removed except by Facilities Maintenance and approval from the Facility Planner.

### **3.5 EASELS & SANDWICH BOARDS / INTERIOR & EXTERIOR**

Easels, sandwich boards and other free-standing signs are not to be used as permanent signage. Guidelines for their usage are as follows:

- a) They may be placed in public circulation areas and in office areas with prior approval by the authorized department.
- b) They may not obstruct public circulation, permanent signage, mechanical, lighting, and life-safety features.
- c) Traffic-related signs shall be placed and removed by Campus Safety.
- d) Signage targeted to an external public audience should have content and design approved by the Office of Communications.

### **3.6 DONOR RECOGNITION PLAQUES**

Converse College recognizes the generosity of its financial donors with donor recognition plaques. Plaque design and placement should be coordinated through the Facility Planner to insure a unified appearance that is appropriate to the space in which it is displayed. The Facility Planner will coordinate with the Office of Development regarding any specific requirements associated with the donation. The present standard is for plaques to be made of bronze, corian, glass, metal or wood. Donor recognition signs should meet sign standards for size, type and font.

### **3.7 HAZARD & WARNING SIGNS**

Hazard and warning sign locations are as prescribed by the government regulations from the

D.O.T., E.P.A. and O.S.H.A. Consult with the Facility Planner or Facilities Department to determine requirements for these signs as they pertain to materials in your area.

**Appendix A:**

**Letter Visibility Chart**

<b>Letter Height</b>	<b>Maximum Impact</b>	<b>Maximum Readable distance</b>
5/8"	<b>The following distances will vary approximately 10% with various color combinations. Maximum distance in color would be RED or BLACK on WHITE background. 5,280' equals 1 mile</b>	15'
3/4"		18'
7/8"		21'
1"		24'
1 1/4"		30'
1 1/2"		36'
1 3/4"		42'
2"		48'
2 1/2"		60'
3"	30'	100'
4"	40'	150'
6"	60'	200'
8"	80'	350'
9"	90'	400'
10"	100'	450'
12"	120'	525'
15"	150'	630'
18"	180'	750'
24"	240'	1000'
30"	300'	1250'
36"	360'	1500'
42"	420'	1750'
48"	480'	2000'
54"	540'	2250'
60"	600'	2500'

May 2018

**V-D**

## **CONFIDENTIALITY**

Many employees will have occasion to come in contact or to deal regularly with records or circumstances of a confidential nature. Employees should practice discretion and care in discussing confidential matters of any nature.

All employees are required to comply with the Family Educational Rights and Privacy Act (FERPA) and are required to sign a Confidentiality Agreement. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

## V-E

# DOCUMENT RETENTION

The records of Converse College and its subsidiaries (hereafter the “College”) are important assets. College records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the College to maintain certain types of business records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the College to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the College in contempt of court, or seriously disadvantage the College in litigation.

The College expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the College informs you, that College records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it has been determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Vice President of Finance and Administration.

From time to time the College establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors. Guidelines set forth by professional organizations, accrediting agencies, and governmental agencies should be followed in the event that certain documents are not identified in this policy.

This Policy applies to any and all records generated or received in connection with the business of the College and its Board of Trustees. For purposes of this policy, the term “Record” is broadly defined to include any document, book, pamphlet, map, photograph, audio or video recording, information contained on computer disks, databases, or electronic file systems, e-mail, electronic images or other informational material, regardless of physical or electronic form, whether a duplicate or original, that is created, maintained, stored or received as part of the business of the College.

The College owns all correspondence that is sent to and/or received from individuals at the College in their capacity at the College. Upon termination or retirement, all such documents should be left at the College.

### **Student Records**

State and federal statutes require the College to keep certain records pertaining to student admission, academic, financial aid and other records maintained by the Office of the Registrar.

The College should also keep any correspondence relating to students written to or from the College or individual employees under applicable state and federal statutes. Student records should be retained in perpetuity.

### **Accounting**

Tax records include, but may not be limited to, documents concerning payroll, expenses, business costs, accounting procedures, and other documents concerning the College's revenues, expenses and property. Accounting records should be retained for at least six years from the date of filing the applicable return.

### **Employment Records/Personnel Records**

State and federal statutes require the College to keep certain recruitment, employment and personnel information. The College should also keep personnel files that reflect performance reviews and any complaints brought against the College or individual employees under applicable state and federal statutes. The College should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years after the employee terminates from the College. Faculty, tenure, assessment, and promotion documents shall be stored, retained, and destroyed in accordance with the provisions of the Converse College Faculty Handbook.

### **Board and Board Committee Materials**

Meeting minutes should be retained in perpetuity in the College's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by the College.

### **Press Releases/Public Filings**

The College should retain permanent copies of all press releases and publicly filed documents under the theory that the College should have its own copy to test the accuracy of any document a person or governmental agency can theoretically produce against that College.

### **Legal Files**

The Vice President of Finance and Administration and General Counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

## **Recruiting and Promotional Materials**

The College should keep final copies of recruiting and promotional documents for the same period of time it keeps other business files, generally three years.

As to the contracts, leases, licenses and other legal documents, these documents should be kept for at least six years beyond the life of the agreement.

## **Development/Intellectual Property and Trade Secrets**

Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the College and are protected as a trade secret where the College:

1. Derives independent economic value from the secrecy of the information; and
2. The College has taken affirmative steps to keep the information confidential.

The College should keep all documents designated as containing trade secret information for at least the life of the trade secret.

## **Contracts**

Final, execution copies of all contracts entered into by the College should be retained. The College should retain copies of the final contracts for at least ten years beyond the life of the agreement, and longer in the case of contracts and other materials filed with governmental and regulatory agencies.

## **Electronic Mail**

E-mail pertaining to the categories addressed above that needs to be saved should be either:

- 1 Printed in hard copy and kept in the appropriate file; or
- 2 Downloaded to computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in disciplinary action against the employee, including suspension or termination. Questions about this policy should be referred to the Vice President of Finance and Administration who is in charge of administering, enforcing and updating this policy.

\*\*Pending Revisions

## **V-F**

### **DRUG-FREE WORKPLACE**

The issue of alcohol and other drug use, misuse, and abuse concerns the entire college community, as it does society at large. The College desires to identify and to control problems that influence the health and safety of its employees, including problems related to alcohol and other drug abuse.

#### **ALCOHOL**

Converse College recognizes that the use of alcoholic beverages is ultimately a matter of personal decision and, therefore, seeks to provide a social atmosphere on campus which develops individual responsibility and mutual respect. At all times the College encourages responsible decision-making regarding the use of alcohol.

1. All employees must comply with all applicable laws concerning the purchase, consumption, and possession of alcoholic beverages while on campus or otherwise acting in the course of their employment with Converse College, including without limitation refraining from furnishing alcohol to minors.
2. No alcoholic beverages may be kept or consumed on the premises of Converse College with the following exceptions:
  - a. Beer and wine may be sold and consumed during special functions with a license to sell from the state of South Carolina.
  - b. During private events, the serving of alcohol is permitted in designated areas with appropriate permits.
3. Alcoholic beverages will not be served or sold to anyone whose behavior or demeanor suggests that they have had their maximum safe amount of alcohol.
4. Permission to serve or sell alcoholic beverages on campus must be approved by the Director of Risk Management at least two months prior to the event except in special circumstances. Alcohol must be served by certified and trained employees of Converse's food service staff.

#### **DRUGS**

In compliance with the Drug Free Workplace Act of 1988, the College certifies that it will maintain a drug-free workplace by implementing the following guidelines:

The unlawful manufacture, distribution, dispensation, possession, or use of any drug or controlled substance, as defined by state and federal law, is prohibited in the workplace.

1. Any staff or faculty member found in possession of an unlawful drug or controlled substance, or found guilty of selling or giving an illegal substance to students, staff, faculty, or others will be subject to dismissal.
2. Any employee found to be under the influence of any unlawful drug or controlled substance on the job, or who tests positive for such substances, will be subject to dismissal.
3. For the purposes of this policy, any prescription drug for which the individual in possession

or use does not have a lawful prescription shall be considered an unlawful drug.

## **PREVENTION AND TREATMENT**

Information on drug education and counseling is made available to employees in coordination with community resources, and the Employee Assistance Program that is offered to employees who are enrolled in the college's Long Term Disability Plan.

## V-G

### EMPLOYMENT OF MINORS

Converse College does not make it a practice to employ workers under the age of 16.

The Vice President for Finance and Administration must give written approval before any person under 16 years of age may be employed. No exceptions will be made for any person under 15 years of age. This approval will be given based on certain criteria.

A written request with the following information must be submitted:

- A. Supervisor of the underage employee
  1. No person will be hired or subsequently placed in a position if it would result in supervising or being supervised by a relative.
  2. No person is placed in a position when it would result in having influence over the employment, promotion, salary administration and other related management or personnel considerations for a relative.
  
- B. Position Description  
Minors may not operate automobiles or carts, as well as any office equipment other than facsimile machines, copiers, typewriters, and personal computers.
  
- C. Hours scheduled to work per day/per week

**V-H**

## **EMPLOYMENT OF RELATIVES NEPOTISM**

Converse College permits members of the same family to work at the College. The College may not, however, consider or accept employment applications from individuals whose employment would result in a possible conflict of interest or in the placement of family members in a supervisor-subordinate relationship.

Relative (for the purpose of this policy) is defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law, or step relative, or any person with whom the employee has a close personal relationship such as a domestic partner, romantic partner, or cohabitant.

This policy may also be applied when assigning, transferring, or promoting an employee.

## V-I

### GRIEVANCE PROCEDURE

The following procedures provide equitable and prompt response to employee grievances respecting such matters as salary, work assignments, promotion, tenure, conditions of employment, termination, unfair discrimination on the basis of sex, and sexual harassment. The procedures are in compliance with the regulations of Title IX of the Education Amendments of 1972. These procedures are also available to employees grieving promotion, conditions of employment, termination, or discrimination not based on sex or sexual harassment. Employees who have not yet completed the 90-day introductory/probationary period of employment are not eligible to participate in the Grievance Procedure outlined in this policy.

Every effort will be made to achieve an informal settlement of a grievance through consultation at whatever administrative level is appropriate. An employee who has a work-related problem or question is strongly encouraged to bring it to the attention of the immediate supervisor before contacting the supervisor's manager. If the grievance cannot be resolved informally, the following steps will be taken for Converse employees:

1. The employee with a grievance ("Grievant") will present the complaint in writing to the administrative supervisor at the level of the Dean, Vice President or Senior Vice President within 14 days of the alleged action that is the basis of the grievance. At the time of the complaint, a copy of the grievance must be presented to the Director of Human Resources. Upon receipt of a copy of the grievance complaint, the Director of Human Resources will issue to the concerned parties a copy of the Grievance Committee Guidelines. If the grievance is against the Dean, Vice President, Senior Vice President, or President, the Grievant may present his or her complaint to a Vice President not directly in the line of supervision.

The signed, written complaint must sufficiently state the nature and the facts of the alleged incident and must contain the names of all relevant witnesses.

2. The administrator receiving the written complaint will be responsible for establishing a Grievance Committee, to be composed as follows:
  - a. First Member - The Grievant selects the first member (peer level);
  - b. Second Member - The Dean (or administrative supervisor) appoints the second member;
  - c. Chair of Grievance Committee:
    - (i) For Administration/Staff: The Vice President for Finance and Administration (who is in charge of compliance with Federal regulations), if not subject of complaint, or President appoints the third, who will be Chair; or

(ii) For Faculty: The President of the Faculty Senate (if not subject of complaint) or President appoints the third, who will be Chair.

3. The Grievant and other parties concerned in the grievance can bring witnesses and freely offer evidence to the Committee. The Grievant, Accused, and witnesses must present their written statements to the minute-taker before offering their testimony. A representative of the Human Resources Office will take written minutes of the hearings and will make these available to the Grievant and the Accused. No minutes will be taken during the “closed sessions” deliberations by the Committee as it considers the evidence that has been presented.
4. When the Committee has completed its deliberations, it will report its findings to the President of the College unless the President is subject of complaint, if so, then to the Chair of the Board of Trustees, who will take final action on the Committee’s report. The President of the College or the President’s designee will have final authority to decide all grievances.
5. Time Limits
  - a. The Grievance Committee must be constituted within 15 working days after the submission of a written complaint.
  - b. The Grievance Committee must meet and deliver its written report as described within one month after receiving the case.
  - c. The President of the College or the President’s designee will take action on the Grievance Committee’s report within 15 working days after receiving it.

6. Appeal

If either the Grievant or the Accused has questions regarding the findings of the Committee or the President’s decision, that person may meet with the President to discuss his or her concerns (or with the Chair of the Board of Trustees, if the President is involved in the grievance).

7. Confidentiality

The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures. The College prohibits any kind of retaliation against any person who, in good faith, brings a complaint to the attention of the College. All complaints will be kept confidential to the fullest extent possible.

# COMPLAINT LOG POLICY

Each office or department is responsible for maintaining records of written complaints against the College.

1. The complaint log must include:
  - The date and manner in which the complaint was received
  - The original complaint
  - Action(s) taken to resolve the complaint

Or

Justification(s) for dismissing the complaint

- Response(s) to the complainant
  - Date and manner of response signifying the resolution of the complaint
2. The office or department which receives the complaint is responsible for logging the complaint through its resolution, even if other offices or departments are responsible for the final resolution.
  3. Complaints and complaint logs are to be kept strictly confidential. Complaints and complaint logs are not to be connected to any other records, databases, or tools which could associate or extract complaint information. Complaints and complaint logs should only be shared with other

College personnel to:

- To bring complaints to appropriate resolution
  - Audit or report records to appropriate College administrators **FERPA and HIPAA regulations, as applicable, must be followed at all times.**
4. The Office for Institutional Research, Assessment, and Effectiveness is responsible for maintaining a master copy of all complaint logs. Departments and offices should submit their completed complaint logs to the Office for Institutional Research, Assessment, and Effectiveness at the beginning of each academic term.

September 1, 2017

## INTRODUCTORY PERIOD

1. The introductory period is an extension of the selection process and may be considered a probationary period of employment.
2. Each employee is in an introductory period of employment for the first 90 days of employment. During this time, employees may be continuously observed by their supervisors to insure that they satisfactorily fulfill the requirements of their positions. Observations of unsatisfactory performance may be carefully evaluated and documented. Depending upon an employee's performance, it is possible that the employee may be terminated prior to the expiration of the three (3) month introductory period.
3. Completion of the introductory period may be followed by a performance review.
4. Completion of the introductory period does not imply "permanent" status, merely "regular" status. **THE EMPLOYMENT RELATIONSHIP CONTINUES TO BE AT THE WILL OF BOTH PARTIES SUCH THAT ALL EMPLOYEES OF CONVERSE COLLEGE MAY RESIGN AT ANY TIME FOR ANY REASON AND WHO MAY ALSO BE TERMINATED AT ANY TIME FOR ANY OR NO REASON.**

## **V-K**

### **OUTSIDE (SECONDARY) EMPLOYMENT**

1. Secondary employment is defined as outside or non-Converse College employment held by an employee.
2. Secondary employment must not interfere with the employee's work performance or availability for work.
3. It is the individual employee's responsibility to notify the College of any secondary employment.
4. The employee must request approval, in writing from his/her immediate supervisor, of all proposed secondary employment. Approval is granted by the supervisor when the appropriate College Officer (Dean/Vice President in direct line) agrees. On-going secondary employment may be evaluated at least annually by the Vice President, (or the President) who approved the original request to engage in secondary employment.
5. This request will become part of the employee's personnel file.

## V-L

### OVERTIME

1. Only non-exempt employees are eligible for overtime pay in accordance with the Fair Labor Standards Act (FLSA).
2. The College pays 1½ times an eligible employee's regular rate for hours worked in excess of 40 hours in any one workweek. Hours worked between 37½ and 40 in a workweek are not considered as overtime.
3. An employee is expected to work reasonable and necessary overtime when scheduled by the supervisor.
4. The supervisor may in his/her discretion work with the employee to adjust the employee's work schedule so that the employee does not work more than 40 hours in a workweek. If an employee's schedule is "flexed" or modified to prevent the employee from working more than 40 hours in a workweek, all adjustments must be made within the same workweek (Sunday through Saturday, not just within a seven-day period). Averaging of hours over two or more weeks is not permitted per FLSA guidelines.
5. Working more than 8 hours in a workday does not constitute overtime.
6. Fluctuating Workweek - Salaried non-exempt full-time employees whose weekly hours worked vary between 28 - 40 hours per week will receive ½ time rather than 1 ½ time for hours completed in excess of 40 according to FLSA. Designation of this category will be determined by Human Resources/Payroll in coordination with the employee's supervisor and communicated to the eligible employee.
7. Holidays, vacation, emergency closing hours, and sick leave are never credited as work time for the purpose of calculating overtime pay.
8. Non-exempt employees are not permitted to work more than 40 hours during a workweek unless the supervisor has approved additional hours in advance/prior to the employee working. Overtime work shall be authorized only when absolutely necessary. Failure to acquire authorization prior to overtime hours being completed is a direct violation of the Overtime Policy and is subject to disciplinary action.
9. Non-exempt employees that work outside of the normally scheduled business day to return calls, check email, or perform other work tasks regardless of the location or if performed on their mobile devices must be compensated. These business activities should be added to the time card and must have prior supervisor approval (see Section 8 above).
10. Regardless of whether the employee received permission to work overtime as required, the employee will be paid for all overtime hours worked pursuant to the FLSA. Any employee or supervisor who knowingly falsifies a time card or who pressures an employee to report fewer hours than the employee worked is subject to disciplinary action up to and including termination.
11. Overtime pay may not be waived for non-exempt employees: the overtime requirement may not be waived by agreement between employer and employees.

## V-M

### PARKING

The Converse College Campus Safety webpage <http://www.converse.edu/life-at-converse/campus-services/campus-safety/> is the governing authority for vehicle privileges and provides detailed information on parking policies and regulations.

Parking privileges are available free of charge for Converse College employees. Employees must obtain a parking permit from the Campus Safety Office. Employees must park only in designated parking areas for Faculty/Staff or in General parking areas.

Unauthorized parking in designated areas, reserved spaces, fire lanes, handicapped spaces, or in restricted zones will result in a parking fine, the vehicle being “booted”, and/or having the vehicle towed at the employee's expense.

Fines may be paid at the Finance and Registration Center.

Non-payment of parking tickets owed to Converse College may be cause for disciplinary action.

Parking permits must be surrendered upon termination of employment with Converse College.

V-N

## **PERSONAL PROPERTY**

The College does not assume responsibility for the loss or theft of personal belongings. Employees are advised not to carry unnecessary amounts of cash or other valuables with them when they report to work. Employees should take necessary precautions to protect personal items in buildings and in their personal and/or college owned or leased vehicles. The College does not accept responsibility for losses.

## **PROHIBITION AGAINST IMPROPER DEDUCTIONS**

The College has a clearly communicated and company-wide policy that prohibits improper pay deductions from the salaries of exempt employees. In general, salaries of exempt employees are not subject to reduction because of variations in the quality of work performed or the quantity of work performed. While seven exceptions to this rule exist under federal law (see the College's Human Resources Office if you have any questions about the general rule or the exceptions to the general rule), in general, an exempt employee will receive his or her full salary for any week in which the employee performs any work. Of course, exempt employees need not be paid for any workweek in which they perform no work. Subject to the provisions set forth above, deductions from an exempt employee's salary will not be made for time when work is not available if the employee is ready, willing, and able to work. As a general rule, if an employee who performs work for the College during the course of a week is absent at other times during the week, when such absences are occasioned by the College or by the operating requirements of the business, the employee will be paid his or her full salary.

The College does not have an actual practice of making improper deductions from the salaries of exempt employees and strictly prohibits such a practice. It is the College's strong desire to pay each employee, exempt or non-exempt, the proper and appropriate pay. If an exempt employee believes that his salary has been improperly reduced, a complaint mechanism exists for employee complaints. First, the employee should contact the College's Director of Human Resources. If the matter has not been resolved to the employee's satisfaction, the employee may contact the Vice President of Finance and Administration. The decision of the College's Vice President of Finance and Administration will be final in matters regarding allegations of improper deductions of the salaries of exempt employees. Any employee who is found to have been subject to improper deductions will be reimbursed by the College no later than the payday following the date that the determination of the improper deduction was first made. The College will make good-faith efforts to ensure compliance with the rules concerning deductions from the salaries of exempt employees in the future. Employees who believe that such efforts are not being made are urged to contact the College's Director of Human Resources.

**V-P**

## **REPORTING CHANGES IN PERSONAL INFORMATION**

All employees are expected to report any changes in the following personal information to the Human Resources Department immediately: name or beneficiary designation, home address or phone information, tax-withholding allowances, and emergency contact information.

## V-Q

### **REPORTING IMPROPER CONDUCT**

Converse College is committed to operating business in an ethical, honest, and lawful manner, and to providing a safe and productive environment for faculty, staff, students, alumni, and guests. The College expects its administrators, faculty, and staff to conduct their activities in accordance with College policies and applicable law.

If any Converse employee has reason to believe or reasonably suspects that the College or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established College policy, he or she should feel welcome and encouraged to report such action or activity without fear of reprisal or retaliation. It is in the best interest of the College and the whole College community for this information to be brought forward immediately and dealt with promptly. The College will take whatever action is necessary and appropriate to address a violation of this policy.

No College employee may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment action, academic or educational consequence, as a result of making a report. Retaliation against anyone bringing forward a report of suspected illegal or improper activity will not be tolerated and is, itself, against the law. Should retaliation actually occur, such act shall be considered a serious violation of College policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy.

At the same time, employees must exercise sound judgment to avoid baseless allegations. Any individual who intentionally files fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary action, up to and including termination of employment and/or legal action.

#### **Reporting Procedure**

An employee should first discuss his or her concern with his or her immediate supervisor to allow the College to investigate and, if applicable, correct the situation or condition creating the concern. Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation. The earlier a concern is expressed, the easier it is to take action.

If, after speaking with his or her supervisor, the individual continues to have reasonable ground to believe the concern is still valid, the individual should report the concern to the College's Vice President of Finance and Administration. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report the concern directly to the Vice President of Finance and Administration, President, or Chair of the Board of Trustees.

If the concern was reported orally to the Vice President of Finance and Administration the reporting individual, with assistance from the Vice President, shall put the concern in writing. The Vice President is required to report promptly the concern to the President, who has specific and exclusive responsibility to initiate an investigation of all concerns. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Vice President of Finance and Administration. If the Vice President of Finance and Administration

or a direct report of the Vice President of Finance and Administration is the subject of a concern, the concern should be addressed to the President of the College. If the President of the College is the subject of a concern, the concern should be addressed to the Chair of the Board of Trustees.

### **Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be recommended to the President, if warranted by the investigation. If the President is the subject of the concern, the Chair of the Board of Trustees will promptly investigate and appropriate corrective action will be taken, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

## V-R

### RESIGNATION OR RETIREMENT NOTICE

Each employee is requested to submit a resignation letter to his or her supervisor when the employee makes the decision to terminate his or her employment at Converse. An employee who intends to resign or retire has the responsibility of also notifying the Human Resources Department of his/her plans so that the necessary paperwork can be completed and an exit interview can be scheduled.

Notice Requirements (unless mutually agreed upon by the College and employee):

- (1) Non-exempt employees should provide written notice to the College a minimum of two weeks prior to the effective date of their resignation or retirement;
- (2) Exempt employees should provide written notice to the College a minimum of one month prior to the effective date of their resignation or retirement

**Failure to submit the requested written notice or failure to work the termination notice may cause the terminating employee to forfeit accrued but unused vacation leave. Additionally, any employee discharged by the College may forfeit all accrued but unused vacation leave.**

In the event of termination for any reason, pay for unaccrued vacation leave time that the employee has already taken will be deducted from the employee's final paycheck, and pay for any accrued but unused vacation leave may be added to the final paycheck.

Upon the employee's last day of work, all keys to College property, uniforms, credit cards, identification card, and College property are to be turned in to the employee's supervisor or the Human Resources Office. Any payments and/or outstanding balances owed to the College may be deducted from the final paycheck. The College may withhold payment of funds owed to a terminated employee engaged in activity involving the College until a final accounting of all funds requested by the College relative to the activity have been submitted to and reviewed by the College. These statements include, but are not limited to, financial statements, income and expense statements, credit card statements, etc.

The College reserves the right to seek any funds owed to it by a terminated employee, first through simple request, and that failing, through legal action.

## SMOKING/TOBACCO

Converse College seeks to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. Converse College and The American College Health Association support the findings of the Surgeon General and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health have both classified second-hand smoke as a known carcinogen (cancer causing). The College realizes that a smoke and tobacco-free environment is a goal we can achieve, through intentional and positive steps to ensure a healthier environment. In pursuit of this goal, Converse College will become a tobacco-free campus effective August 1, 2012.

### The Policy

- I. Use of any tobacco products is prohibited across the entire campus including the parking lots, campus walkways and all Converse-owned or leased buildings and vehicles
- II. The sale or advertisement of tobacco and smoke products is prohibited on campus and in all College publications.
- III. All visitors and vendors working on campus are expected to comply with this policy.
- IV. Enforcement of the policy is the responsibility of all members of the Converse community. Faculty, staff and students are expected to uphold and enforce the policy for the health and safety of our campus.
- V. Campus Safety Officers may issue a smoking citation with fine of \$25 when a violation is noted.
- VI. Continual violations of the policy may result in disciplinary action. Failure on the part of faculty or staff may result in administrative action up to and including discharge. Failure on the part of students to follow this policy may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the College.

**V-T**

## **SOLICITATION AND DISTRIBUTION**

To eliminate any interference with the work of employees, (unless sanctioned by the College) soliciting and/or distributing literature, including email distribution, on college property is not permitted at any time by persons not employed by the College nor by employees during actual working time.

This includes seeking payments, contributions, chances, memberships, signatures, funds or distribution of pamphlets, handbills, folders or other literature.

## V-U

### STAFF COUNCIL

#### Mission Statement

The Converse College Staff Council acts as a liaison between the staff and the Administration and Trustees of the College, providing a voice on college-wide issues from the staff perspective. The Staff Council represents the employees who do not hold faculty status. The Staff Council provides a forum for discussion of employee issues related to training, benefits, communications, leadership and the advancement of the College.

#### Goals and Strategies

##### Liaison

- Provide a workable channel of communication between Converse staff and the Administration and Trustees
  - channel ideas, suggestions, and/or concerns relating to staff and
  - receive information from the administration to pass on to staff

##### Communication

- Share information relating to the College community
  - campus events
  - interaction between departments
  - personnel within each department
  - leadership
- Exchange ideas

##### Teamwork

- Provide avenue for problem solving and conflict resolution
- Foster support for individual goal setting
- Avoid duplication of efforts within the College community
- Establish system of database management between departments
- Offer suggestions to improve office and/or administrative procedures

##### Training

- Share knowledge
- Establish a system of in-house training
- Establish a source for external training
- Expand the knowledge and capabilities of the staff
- Support advancement opportunities

##### Mutual Support

- Acknowledge accomplishments
- Focus on contribution and service
- Promote support among staff members in each area of the College
- Promote support of staff members by Administration

## **SUMMER WORK SCHEDULES**

At the discretion of the College, the following summer work hour schedule may be established for some offices:

Monday - Thursday	8:00 a.m. - 5:00 p.m
Friday	8:00 a.m. - 1:00 p.m.

Vacation, Emergency, or Sick Leave taken on a Friday will be recorded as 6 hours for those employees who work the above schedule.

Supervisors, at their discretion, may adjust employees' work schedules in order to provide appropriate coverage to accommodate the needs of all offices on Friday afternoons.

**V-W**

## **ELECTRONIC TIME CARDS AND PAY**

All hourly and salaried staff members are required to complete time cards monthly. Electronic time card instructions are provided by Human Resources/Payroll Administrator.

**Salaried, non-exempt employees** must record hours worked and paid time off (PTO) including vacation, sick, holiday, and emergency time. Overtime hours and any variation in the normal work schedule must also be indicated on the time card. In the event of a termination and at the fiscal year end, payroll staff will assume that all available time has been used in cases of non-submission of time cards.

**Salaried, exempt staff** must record paid time off (PTO) including vacation, sick, holiday and emergency time. In the event of a termination and at the fiscal year end, payroll staff will assume that all available time has been used in cases of non-submission of time cards.

**Hourly employees** are paid for the hours recorded on their time cards. Overtime hours and any variation in the normal work schedule must also be indicated on the time card.

Employees are sent an e-mail reminder each month when electronic time cards are due. The time card should be completed, approved by supervisor, and then electronically submitted to the Payroll Office.

Paychecks are issued on the 25<sup>th</sup> of each month.

## **WORK SCHEDULES**

1. The College's workweek begins at 12:01 AM Sunday and continues until 12:00 midnight of the following Saturday.
2. Pay is based on an 8-hour workday. Extra hours worked between 37½ and 40 in a week are not considered overtime.
3. Generally, office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. However, schedules may vary according to the needs of the department and the College. If any change is made to office hours during the non-academic year (June through August), a summer schedule will be published to all employees by the Human Resources Office.
4. It is the manager's responsibility to schedule and control the hours worked and to revise work schedules consistent with department objectives and college needs.
5. The manager may schedule and require reasonable and necessary overtime work with reasonable notice to the employee.
6. Employees cannot adjust their normal work schedule without prior approval from their supervisor. Any adjustment to a normal workweek must be indicated on their leave time sheets.
7. In fairness to all employees, employees may not bring children to their worksite unless it is an emergency. In cases of emergency, this is allowable for a minimal number of hours only.

## WORKERS' COMPENSATION

Converse College employees are covered by applicable workers' compensation laws, which may entitle them to receive medical attention and pay in the event of an injury sustained while carrying out their assigned work duties at the College. The College assumes the cost of the benefit by providing benefits through a workers' compensation insurance policy.

In order to be eligible to receive workers' compensation insurance benefits, an employee who is injured while carrying out his/her duties at the College must file a report with his supervisor as soon as possible after the injury, preferably within twenty-four (24) hours of injury. Failure to immediately report an accident or injury may subject the employee to discipline, up to and including termination, and may subject the employee to a denial of workers' compensation benefits. In addition to reporting to the supervisor, all injuries must be reported to the Director of Human Resources (telephone extension 9029) by the employee or the supervisor of an injured employee as soon as possible, preferably within twenty-four (24) hours. Failure to report the injury to Human Resources immediately could affect the employee's right to receive benefits.

### **Process of Reporting Work-Related Injuries:**

If an injury is serious or there is a life-threatening medical emergency, contact Campus Safety immediately 864.596.9026 and/or dial (8) 9-1-1 and proceed to be taken to the nearest emergency medical care facility.

For non-serious injuries, treatment must be obtained through the Wellness Center. If more advanced care is needed, the injured employee must visit one of our designated Occupational Care providers listed on *myconverse*. Please note prior authorization is required. Time spent in treatment of an injury caused by an on-the-job-accident, as well as any necessary related absence that same day, is considered work/compensable time.

If it is determined by the designated occupational care provider that the injured employee is required to miss work, then the employee will receive no pay for the first seven (7) calendar days. Earned sick leave may be used. The Worker's Compensation Carrier will begin Lost Wage Benefits after the seven-day waiting period. If absence from injury is fourteen (14) or more calendar days, pay will be retroactive to day one. No duplicate payments to employee (i.e. payments of sick leave or vacation leave in addition to workers' compensation leave) will be made.

If an injured employee is required by the treating physician to work alternative duties while recovering from their injuries, the College shall make every attempt to accommodate the employee. Injured workers are required to provide work status reports from the physician to their supervisor and Human Resources after every visit.

## **V-Z**

### **ZERO TOLERANCE FOR VIOLENCE AND WEAPONS**

Workplace violence is unlawful and is against College policy. Violent behavior will not be tolerated. Any employee who instigates or participates in workplace violence may be subject to disciplinary action, up to and including termination, and may also be subject to any applicable criminal charges. In addition, the College does not tolerate abusive or offensive comments, threats, or stalking. Any employee who instigates or participates in abusive or offensive comments, threats, or stalking may be subject to disciplinary action, up to and including termination, as well as any applicable criminal charges.

All employees, except Campus Safety Officers, are prohibited from using, displaying, or carrying firearms or any other lethal weapons on any College property. Employees or visitors carrying or possessing any weapons will be denied access to College premises. Campus Safety Officers shall only be allowed to carry or possess pre-authorized weapons on College property and shall do so in a manner that complies with all applicable laws, regulations, and College policies.

An employee who knows or suspects that there has been an actual or potential violation of this policy should immediately report any such knowledge or suspicion to his or her supervisor or vice-president, to Campus Safety, or to some combination thereof.

## VI-A

### COMPUTER SYSTEMS SECURITY

All servers (computer systems) at Converse College that have files and programs stored on them shall be considered confidential, private, and the property of the College. All users are given their own network storage space which they may use for storing document files as well as other directories assigned according to their needs.

1. Campus Technology has the responsibility for safeguarding the confidentiality and privacy of the programs and files on the servers and personal computers. This responsibility is to be shared by all users.
2. All faculty, staff, and students are given a unique user identification and password known only to that user. Each user will be held responsible for all activities attributed to that user identification. Therefore, no user shall share their password with others. Users are to use passwords that are difficult to guess and are to change their passwords frequently.
3. The absence of security protection on a file or resource shall not imply permission to access that file or resource.
4. Everyone must ensure that all reasonable measures are taken to restrict access to files containing confidential information, and that all applicable laws and standards are followed.
5. Campus Technology may implement security procedures that require users to choose passwords that are difficult to guess and can force a user to change them at a given interval.
6. Campus Technology must be notified by the Human Resources Office immediately upon the termination of an employee or by the Registrar's Office of a change in student status of any individual that has access to Converse College computer systems. This notification may allow for the deletion of the stated person's user account thus protecting the security of Converse College computer systems and files.
7. These guidelines shall apply to all programs and data files within any computer system, whether the files belong to a student, faculty member, staff member or any other member of the Converse College community.
8. Anyone who has knowledge of an attempt by anyone to violate these guidelines shall make known this violation to Campus Technology who will take this information to the Vice President for Finance and Administration.
9. Any person guilty of violating the security of any files or programs shall be subject to disciplinary action by the College.

# PASSWORD POLICY

**1.0. Purpose** This policy establishes conditions for use, and requirements for appropriate creation and management of Converse College system passwords.

**2.0. Scope** This policy applies to anyone who has a user account with Converse College.

**3.0. Policy** In order to protect the integrity of Converse College systems and users, it is necessary to create a password that would be difficult for someone to guess in an effort to gain unauthorized access to a user's Converse College account and systems.

A password must be:

1. Changed every 180 days
2. At least eight (8) characters in length
3. At least one (1) must be numbers
4. At least one (1) must be a capital letter
5. At least one (1) must be a lowercase letter.
6. At least one (1) special character (!@#\$%^&\*)
7. It must be significantly different from previous password.
8. It cannot be the same as the user ID.
9. It cannot include the first, middle, or last name of the person issued the user ID.
10. It should not be information easily obtainable about the user. This includes license plate, social security, telephone numbers, or street address.
11. Safeguarded by not writing it down or storing it in a public place where others might acquire it.
12. Must never be communicated in personal, email or phone conversation.

Passwords should not be shared. However, Campus Technology Services may ask users for their passwords in order to complete certain user requested services. The request will NEVER be unsolicited. Once the service is completed, the user should change their password.

All use of a Converse College account is to be performed by the person assigned to that account.

Account owners are held responsible for all activities associated with their accounts.

**4.0. Services** Changes to passwords can be completed at any time using <https://www.converse.edu/password> . If you have lost or forgotten your password, please visit the Campus Technology Help Desk in Kuhn 336.

## VI-B

### ELECTRONIC COMMUNICATIONS

The College maintains standards of conduct that apply to all employees. The violation of certain standards may result in immediate suspension or dismissal. These violations include such things as the misuse of computer data, software, or electronic mail; unauthorized attempts to access or copy computerized data or software; unlawful use or copying of copyrighted materials, breach of software confidentiality and ownership agreements.

Converse College's telephone service and electronic mail are provided for the purpose of conducting College business. Personal use of telephones and electronic mail should be restricted to incidental and emergency use. Employees must pay any charges related to personal calls to the appropriate departmental administrator. Reimbursement of personal charges is required.

The College may access its electronic communications system and obtain the communications within the system, without notice to users of the system, in the ordinary course of business when the College deems it appropriate to do so. The reasons for which the College may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the College's operations continue appropriately during an employee's absence.

The College may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The College's guideline prohibiting harassment, in its entirety, applies to the use of the College's electronic communications system. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, genetic information, or any other characteristic protected by federal, state, or local laws.

Since the College's electronic communications system is for College business use only, the system may not be used to solicit for religious or political causes, outside organizations, or other personal matters unrelated to the College.

No one may access, or attempt to obtain access to, another's electronic communications without appropriate authorization.

The proper use of electronic mail should be the subject of careful judgment. Misconduct of any kind will be met with appropriate disciplinary action. Employees found in violation of these guidelines are subject to disciplinary action up to and including termination.

### EMAIL SIGNATURE TOOLS

Converse Email Signature: Converse requires official email signatures for all faculty and staff. You may choose between the Converse logo signature and the Valkyries logo signature. There are also sport-specific logos for each team. Generate your signature by visiting: Converse  
**logo: <https://www.converse.edu/esig-converse.html> or Valkyries  
logo: <https://www.converse.edu/esig-athletics.html>.**

## **OMNILERT CAMPUS EMERGENCY NOTIFICATION SYSTEM**

Converse College has adopted the Omnilert Campus Emergency Notification System in order to send urgent notifications to your mobile devices. Once you sign up for the service, you will receive information during potential emergency situations, ranging from severe weather warnings to inclement weather delays/cancellations to more critical emergency notifications. The service is available to all current students, faculty and staff.

Your participation in signing up for this notification system is of utmost importance as it enables Converse to communicate with the entire campus community. Please subscribe to Omnilert Campus Emergency Notification System [www.converse.edu/alerts](http://www.converse.edu/alerts) and follow the instructions.

## VI-C

### ELECTRONIC MAIL GUIDELINES

Read and follow the policies documented in *Guidelines for Acceptable Use of E-mail*.

The content and maintenance of a user's electronic mailbox is the user's responsibility.

Check e-mail frequently and delete unwanted messages and sent items since these messages take up disk storage and space.

Never assume that you are the only one who can read your e-mail. Do not maintain anything private in your disk storage area.

If you have been alerted about a certain virus, DO NOT ATTEMPT TO TAKE RESPONSIVE ACTION YOURSELF. Instead, please notify Campus Technology immediately. This department will confirm if the virus attack is legitimate and will take all proper remedial actions.

### GUIDELINES FOR ACCEPTABLE USE OF E-MAIL

Access to computer systems and networks, owned or operated by Converse College requires adherence to College policies, the Honor Code, and applicable federal, state, and local laws. Acceptable use requires responsibility and ethical behavior. Electronic mail is provided to students, faculty, staff, and administration as a tool that facilitates educational and administrative purposes.

#### USER RESPONSIBILITIES

1. You must not share your user ID and password with others. You are responsible for all activities that occur from your user ID.
2. You may not engage in activity that may be harmful to Converse College's computer systems. This includes, but is not limited to, propagating viruses, disrupting services, or damaging files.
3. You may not use the College's systems and networks for profit or personal financial gain.
4. You may not duplicate or transport by electronic means copyrighted or licensed software or files unless it is explicitly stated that you may do so. When in doubt, DO NOT COPY.
5. You may not use e-mail services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited "junk" mail is prohibited.
6. You should be considerate in your use of shared resources. Do not monopolize or overload the computer systems (e.g. Napster). Access priority will be given to individuals needing to complete academic and/or administrative assignments.
7. Do not send a mass email to the campus that contains items for sale.
8. All student, class, and SGA officers will be given the capability to e-mail through the global list. The information distributed should deal with these organizations' activities. Meeting times should be published on the **Campus Bulletin Board**.

Converse College considers any violations of user responsibilities to be a serious offense. The College reserves the right to copy and examine any files or information on College systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action and revocation of all computer privileges.

If you are found in violation of the Acceptable Use Policy issues 2, 3, 4, or 5, your user account will be locked immediately. The Chief Technology Officer will notify the supervisor of any employee who is in violation of these issues. Further access to all computing resources will be denied. An appeal may be made in writing to the Chief Technology Officer and the Director of Human Resources. Students who are using the college e-mail system in order to submit class assignments to a faculty member will be responsible for making alternative arrangements with the faculty member.

For other violations, a warning will be sent and kept on file. After a second offense, the user's account will be locked for thirty days. After the third offense, the user loses all access to computing resources. An appeal may be made in writing to the Chief Technology Officer.

Criminal activity will be reported to the proper authorities. Criminal activities include, but are not limited to, fraud, unauthorized access, harassment, and copyright violations.

## **VI-D**

### **PURCHASES FOR COMPUTER SYSTEMS AND PERIPHERALS**

There are many types of computer systems available and all users do not have the same requirements. Not all computer peripherals will work with all types and brands of computers and operating systems. In addition, product applications may vary. Therefore, all Departmental requests for computer systems and/or peripherals must be reviewed by Campus Technology prior to purchase.

Compliance with this policy will enable Campus Technology to track departmental purchases for inventory purposes and to schedule installations in a timely manner.

## VI-E

### USE OF SOFTWARE

1. It is contrary to Converse College's acceptable use policy to violate the Federal Copyright Law ([www.loc.gov/copyright](http://www.loc.gov/copyright)) by downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements.
2. Converse College has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation may be made without the express written consent of the software publisher.
3. Converse College will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the College, and such use is strictly prohibited.
4. In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees shall not make such additional copies of software or documentation for the software without the approval of the College's Campus Technology Department.
5. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for Converse College employees. Employees, who make, acquire, or use unauthorized copies of computer software or documentation may be subject to discipline, up to and including immediate termination of employment.
6. Converse College reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use; announced and unannounced audits of college computers to assure compliance; the removal of any software found on the College's property for which a valid license or proof of license cannot be determined; and disciplinary action including termination in the event of employee violation of this guideline.

## **ADDENDUM**

### **A-1**

## **BUSINESS, EXPENDITURE, AND TRAVEL POLICY**

### **Policy Overview**

Converse College is committed to establishing and maintaining an environment that embraces the highest standards of ethical conduct and behavior. As stewards of its resources and reputation, faculty and staff share an important responsibility for upholding the standards of excellence that define the College and strengthen the community's trust and confidence in its integrity.

This policy has been established to ensure the best possible use of the College's resources, manage expenditures, cost-effective travel, and for prompt reimbursement of those expenses incurred by College employees for College business.

Questions pertaining to the policy should be directed to your supervisor, a division Vice President, or to the Controller of Converse College. It is the responsibility of the Controller and the Vice President for Finance and Administration, in conjunction with the President as needed, to update this policy.

### **Policy Scope**

This policy applies to all employees of Converse College for expenses to be reimbursed by the College. It is the responsibility of each individual employee to comply with the Converse College Business Expense and Travel Policy. Supervisors are responsible for authorizing expenses, reviewing, and approving reimbursements in compliance with the College Business Expense and Travel Policy and verifying that the expenses are within budgetary constraints.

#### **A. Cash/Expense Advances**

The following criteria must be met in order to receive a cash advance:

- Must include supporting documentation with the employee name, business purpose and proper approval
- If the request is for a Travel/Cash Advance, documentation must include conference registration if applicable and a list of travelers in addition to the employee name, business purpose and proper approval

Note that cash advances are not allowed for hotel reservations. These should be made using a College Corporate credit card or a personal credit card.

Advances drawn for the subsequent distribution to members of a College group (student/athletic group) should be acknowledged by each individual (i.e. the Office of Accounting and Administration should receive a form listing individuals, amount received with their signatures acknowledging receipt). In the event the vendor is paid directly for the entire group, the vendor receipt with the number of people in the group is sufficient.

In order to prevent the loss of receipts, we request that all documentation be taped onto 8 ½ x 11 paper.

For Settlement/Reimbursement, the Office of Finance and Administration needs a valid check request, expense reimbursement form or a petty cash reimbursement request (up to \$75) as soon as possible and no later than 30 days after the expense has been made. The form must include:

- Employee name, business purpose, proper approval and, if for travel or mileage, reason and details for the trip. If a group travels, a list of names must also be included. Expense reports lacking any of this information will be returned for correction.
- Must include supporting evidence of expenditures (original receipts) with details. *All receipts etc. should be in English. If not in English, a translation must be provided for each item, line by line.* Note that summary credit card receipts do not constitute an original receipt (must include detailed credit card receipt).
- Any amounts left over must be returned to the college at the time of settlement. A reimbursement will be made to the employee if the business expense is more than the cash advanced, depending upon the amount.

Exceptions to the guidelines stated above require special approval. A memo detailing the exception must be approved and signed by a senior college official and submitted with the expense reimbursement request. This will provide the Office of Accounting and Administration with audit trail for future internal and/or external audits.

In the event that an unsettled advance goes beyond 30 days, and practical attempts have failed, the College may pursue other collections options. This may include reporting the amount to the IRS via W-2, along with the withholding of proper taxes.

#### **B. Corporate/College Credit Cards**

The College issues corporate credit cards to individuals based on a business need. These credit cards may only be used for business expenses. The corporate/college card is a responsibility of the individual cardholder and it is the individual cardholder's responsibility to ensure that receipts are returned in a timely manner.

The same rules/restrictions for expense reimbursements for travel, meals and business expenses outlined in this policy apply to corporate/college credit card usage. Please refer to the Business, Expenditure, and Travel Policy A-1 for more information.

It is at the discretion of the college to revoke or cancel a college card at any time under any circumstances.

#### **C. Entertainment**

Entertainment expenses include events such as theater or sporting events, whereby a business discussion takes place during, immediately before, or immediately after the event.

Entertainment records must include date, location and type of entertainment, a description of the business reason and nature of discussion, and the business relationship, names and titles of those in attendance.

An original receipt must be submitted with the cash/check request for any meal or entertainment expense for cash payments. In addition to the original receipt, the following documentation is required by the IRS and must be recorded on the cash/check request:

- Names of individuals present, their titles and company name if applicable
- Name and location of where the meal or event took place
- Exact amount and date of expense
- Specific business reason or business topic discussed

All meal and entertainment expenses are subject to disallowance if certain criteria are not met. Therefore, it is critical that all business meals and entertainment expenses be properly documented.

#### **E. Memberships**

The College may pay for individual professional memberships to organizations that do not offer institutional or corporate memberships, if the employee's supervisor or the authorized signer for the employee's department approves membership.

A request for payment of a membership that does not clearly indicate an institutional membership must meet the following guidelines:

- The membership is clearly in the best interest of the College and directly relates to the job responsibility of the employee
- An institutional or corporate membership is not offered by the organization
- Publications (journals, newsletters, etc.) that are a benefit of a membership should be available, whenever possible, for use by other employees in the unit.

#### **F. Telephones**

##### College Telephones

Personal long distance calls from a Converse College telephone should be made using a personal calling card. In the event that an employee must use a College telephone without a personal calling card, his/her department must be reimbursed for the cost of that long distance call(s).

##### Cellular Phones

College provided cellular phones are intended for business use only, and the detailed bills that support that use must be available for review. Employees will be responsible for reimbursing the College for any additional charges the College must incur for personal usage related to text messaging, data usage and roaming and long distance charges.

## **G. Meals**

Since every scenario and situation cannot be anticipated in advance, it is expected that this policy will be interpreted on a conservative basis and that each employee will exercise the same prudence as would be exercised if the employee were bearing the expense personally. All expenditures are subject to budget constraints.

### Allowance for Meals

For domestic travel, the meal expense allowance is not to exceed \$35.00 per day per individual for three meals, including tips. For international travel, the meal expense allowance is not to exceed \$50.00 per day. Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be use individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximum, reimbursement is allowed only for actual expenses. In the event of team or group travel, include the names of the travelers on appropriate receipts.

Certain cities and travel areas will be allowed reimbursements up to \$50.00 per day provided proper documentation and receipts are provided. These areas include but are not limited to:

- Atlanta
- Baltimore/DC Area
- New Orleans
- New York City
- Orlando
- Chicago

Other cities not included above require prior approval from the Office of Accounting and Administration.

Alcoholic beverages and tobacco products are typically not reimbursable in ordinary business travel; however, under certain circumstances where the approval of the area's Vice President is obtained prior to travel, limited reimbursements are permitted.

Within the office of Institutional Advancement and the President's Office, when the meal is with a current or prospective donor, the meal expenditure can be reimbursed in excess of the current standard rate with supervisor approval. In these circumstances, it is recommended that the daily per diem allowance should not exceed \$70 per person including tips and alcohol.

Meals included in conference registrations, covered by other College payments, or paid by others, are not eligible for reimbursement to the traveler.

Meals that are reimbursed for an individual employee without an accompanying overnight stay are considered taxable income (IRS Publication 17, Chapter 26). As a result, employees cannot be reimbursed for meals without an overnight stay unless one of the following conditions is met:

- They are entertaining non-College employees (who must be identified on the receipt) for business purposes
- They are attending a conference in which the meal is not included in the cost of the conference

- The employee is in continuous travel status for 12 hours or more
- Athletic team travel will be also be included as an exception.

#### Tipping for Meals

Tips included on meal receipts will be reimbursed as part of the meal expense allowance. Excessive tips (greater than 20%) will not be reimbursed.

#### Settlement/Reimbursement

Reimbursements are to be submitted on a petty cash reimbursement request (up to \$75), an expense reimbursement form or a check request form. Expenses must be accurately reconciled as soon as possible and no later than 30 days after the expense has been incurred. **Original** itemized receipts are required for all meals. Note that summary credit card receipts do not constitute an original itemized receipt. In order to prevent the loss of receipts, we request that all documentation be taped onto 8 ½ x 11 paper. *Reimbursement forms must list the names of the attendees, including students.* Undocumented or unexplained expenses will not be paid.

The requestor must obtain the budget officer's approval for all reimbursement requests and requests for vendor payments. Budget officer approvals require the budget officer's signature on properly prepared expense vouchers with clear signatures to comply with the necessary requirements. Improperly prepared or incomplete forms will be returned to the requestor. Budget Officers approving expense reimbursement requests are responsible for assuring compliance with the policy as well as determining what is appropriate and reasonable.

All reimbursement requests will also be reviewed by the Office of Finance and Administration for compliance with the policy regardless of signatures. Requests which are not clearly within policy or that are illegible will be returned to the requestor for discussion and follow-up. It is the burden of the employee submitting the request to ensure that the request can be read, and its business purpose and attendees are clear.

Travelers must ensure that all reimbursement requests submitted for payment are approved and authorized. Approval of reimbursements submitted for payment requires that the approver:

- Be actively involved in the business purpose of the trip
- Has reviewed the reimbursement voucher and is satisfied that obligations were met
- Verifies that prices and terms are correct
- Accepts responsibility for the charge and any variances to budget

**Expenses submitted for reimbursement should be turned in as soon as possible. No reimbursements will be considered if turned in more than 60 days after being paid or incurred (30 days at year end).**

#### Special Circumstances

There are certain circumstances where additional guidance applies. For these unusual items, seek prior approval.

## H. Travel

The College will reimburse employees for reasonable and necessary expenses while away from home in the conduct of business based on IRS guidelines for an accountable plan. Away from home required that the employee is away for a period substantially longer than an ordinary workday and/or it is reasonable for the employee to spend the night.

Employees will not be reimbursed for entertainment expenses while traveling unless the expense is for a valid business purpose. Personal entertainment expenses not related to the entertainment of customers or donors are not reimbursable. Examples include sporting events, theater, in-room movies, snacks, etc.

Where feasible and appropriate, you should have the College pay pre-trip travel expenses before the trip. Eligible expenses you pay are reimbursable after the trip.

All receipts should be in English. If not in English, a translation must be provided for each line item.

Where feasible, when the College pays the cost of travel by third parties such as candidates and consultants, the department should work with the individuals in order to take advantage of College discounts and processes.

### Spouse/Companion Travel

A spouse or other individual may accompany an employee on a business trip at the employee's expense; Converse College will only cover the employee's expense, and not the spouse/companion's expense.

### Travel Arrangements

Employees should make reservations (for flight and hotel accommodations) as early as possible to take advantage of advance purchase discounts. Travelers should select modestly priced accommodations and avoid expensive "downtown" hotels.

### Lodging

All hotel reservations should be secured in advance when possible, using direct billing. The Office of Finance and Administration will gladly assist setting up an account for direct billing at hotel/motels that you frequent. If direct billing is not possible, the College's corporate credit card or personal credit card should be used **prior to travel**. Cash advance funds are NOT allowed for hotels. The employee can report the expense on a travel reimbursement form for reimbursement.

Trips of less than 50 miles one way from the College, or the traveler's residence, whichever is shorter, are considered local travel and do not qualify for overnight stay unless Converse business requires attendance at an event away from Spartanburg, where attendance and travel for the event would prohibit the employee from having adequate time at his/her home to rest.

For seminars, meetings or other group activity, reimbursement will be for no more than the published conference group rate at the host hotel.

It is the responsibility of the traveler to cancel any room reservation he/she will not be using. A record of the cancellation number should be kept in case of billing disputes.

If an employee fails to cancel a reservation in a timely fashion, he/she may be held responsible for any cancellation fees. A written explanation for any failure to cancel must be filed.

Room service, alcohol, in room movies, snacks, and valet parking are NOT reimbursable. Reasonable cab fares will be reimbursed when no other forms of transportation are available.

#### Combining College Business Travel with Other Travel

The College will only reimburse the business portion of a trip when that trip is combined with personal vacation travel. Only receipts from the business portion of the trip must be submitted.

If the delineation between business ending and vacation beginning is unclear, expense reimbursement will be subject to the Office of Finance and Administration for review and approval. They will use IRS regulations and guidelines as a basis for determining reimbursement.

#### Standard Mileage

**Mileage is reimbursable for business related travel of 10 miles or greater one way. For mileage reimbursement, you must include the specific origination and destination as well as the purpose of the trip or trips. Note city names alone are not acceptable.**

The College will reimburse employees and students for approved use of their personal vehicles at a mileage rate predetermined by the College. This reimbursement rate is intended to cover the costs of gasoline, oil, repairs, insurance, and other expenses. Please use the Expense Reimbursement form for reimbursement.

#### Rental Cars

The College encourages efficient faculty/staff travel. Rental cars have proven to be an efficient method for faculty/staff travel and should be used as the guidelines below apply.

If the round trip college-related travel is greater than 200 miles, arrangements to rent a vehicle are encouraged. Not only is it more cost effective for the College, but it will save the employee from accumulating miles on his/her personal vehicle.

#### Personal Vehicles

When travel by private automobile is chosen over commercial transportation in order to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursement to the driver is made on the basis of miles traveled. The mileage submitted for reimbursement must be documented. This per-mile reimbursement predetermined by the College is intended to cover the costs of gasoline, oil, repairs, insurance, and other expenses.

When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost (or sum of the costs for more than one traveler) of round-trip coach airfare, plus the reasonable costs of ground transportation including a rental vehicle.

The mileage allowance covers all operating costs of the vehicle (including gas and insurance); therefore, no other vehicle expense reimbursements will be made.

Tolls and fees such as parking charges will be reimbursed if duly noted on the submitted form. Traffic and parking violations are not reimbursable.

Travel between a person's home and the college is considered a personal commuting expense and is not reimbursed.

Per IRS guidelines, an adjunct faculty member is considered to be an employee with no regular or main place of business. Transportation between residence and classroom (campus) is considered normal commuting and is non reimbursable. If reimbursed, the reimbursed amount must be included in the employee's W-2 earnings and taxed. Therefore, the reimbursement will come through as part of the adjunct faculty member's payroll.

#### Telephone Usage

While traveling on College business, reasonable business phone calls will be reimbursed. In addition, reasonable calls made to one's primary residence will also be reimbursed.

To minimize the additional charges added by hotels for room-telephone usage, a calling card or cell phone should be used whenever possible.

#### Settlement/Reimbursement

Reimbursements are to be submitted on a petty cash reimbursement request (up to \$75), an expense reimbursement form or a check request form. **Original** itemized receipts are required for all travel expenses. *Reimbursement forms must list the names of the attendees; including students.*

In order to prevent the loss of receipts, we request that all documentation be taped onto 8 ½ x 11 paper.

The requestor must obtain the budget officer's approval for all reimbursement requests and requests for vendor payments. Budget officer approvals require the budget officer's signature on properly prepared expense vouchers with clear signatures to comply with the necessary requirements. Improperly prepared or incomplete forms will be returned to the requestor. Budget Officers approving expense reimbursement requests are responsible for assuring compliance with the Meals policy as well as determining what is appropriate and reasonable.

**Expenses submitted for reimbursement should be turned in as soon as possible. No reimbursements will be considered if turned in more than 60 days after being paid or incurred (30 days at year end).** Please refer to the Business, Expenditure, and Travel Policy A-1 – Expenditures for more information.

#### **I. Unallowable Expenses**

Unless specifically addressed in this policy, no other expenses are reimbursable.

Unallowable expenses include but are not limited to the following:

- Expenses which do not support the College's missions of education, research and public service
- Expenses which are extreme, excessive, and/or illegal

- Expenses which represent personal recognition of Converse College employees (Faculty and Staff) i.e. costs to recognize birthdays, childbirth or adoption, weddings, anniversaries, holidays, retirement, etc. are unallowable
- Gifts to students – workers, paid for with College funds
- Personal expenses that are neither business related nor required in carrying out an individual's job responsibility.
- Home office costs that are not part of the official arrangement
- Food for a regular faculty/staff meeting
- Expenditures that are (or will be) reimbursed from another source
- Amusement, entertainment, or social activities that are not directly connected to Converse College functions and purposes (see policy on Entertainment)
- Attendance by certain categories of faculty and/or staff at a College sponsored fundraising event helps to serve an "advancement" function at the event. The actual cost of the meal should be the only amount billed and reimbursed. That amount may be charged as a Converse College Expense. Any contribution made on top of that amount would be a personal choice contribution paid for by the individual faculty/staff member.
- Barbers/hairdressers
- Car washes
- Child/Elder Care
- Clothing
- Coffee purchases that are not a part of a business meeting or meal
- Credit Card Delinquency fees
- Health clubs/Fitness centers
- Individual association membership fees, dues or licenses that are not directly related to the individual's position or academic discipline
- In-flight telephone charges
- In-flight or in-house movies
- In-flight cash bar
- Medications
- Parking tickets
- Personal incidentals including snacks, magazines, newspapers
- Pet care
- Room Service and in-room snacks including mini-bar
- Shoe shines/repairs
- Souvenirs/personal gifts
- Tobacco products
- Traffic violations
- Towing charges for unauthorized parking
- Valet parking/service (unless that is the only option as is the case for some downtown hotels)

# EXPENDITURE POLICY

## Policy Scope

This policy applies to all employees of Converse College in regard to any expenses to be incurred on behalf of the College or to for which the employee expects or wishes to be reimbursed by the College. It is the responsibility of each individual employee to comply with this Expenditure Policy.

- **Expenditure and Supply Purchases**  
All purchases on behalf of Converse for supplies, materials, equipment, services, or other effects that cost in excess of \$200.00 must be preapproved by the appropriate Converse College budget officer. Furthermore, any purchase that will be made by an employee or College contractor for which the employee or contractor expects to be reimbursed by the College, requires preapproval. This includes purchases for travel, conferences, meals, or other events.
- Any employee or contractor making a purchase without following these guidelines will have made an unauthorized purchase and will be subject to discipline up to and including termination.
- If any employee or College contractor fails to request and receive proper preapproval as set forth above, the employee must submit an explanation to his/her Vice President and level supervisor. If that supervisor approves the request, it will be submitted to the Vice President for Finance & Administration or the President for final approval. Payment for unauthorized purchases may become the responsibility of the person(s) that made the actual purchase, if not preapproved or subsequently ratified. To initiate a purchase, a requisition form signed by a division dean or supervisor is necessary.
- The employee initiating the requisition must furnish the following information on the requisition: item needed, number needed, brand names, model numbers, catalog numbers, account number, and any specifications applicable such as color, size, price, vendor, and complete vendor address. The department manager's signature certifies that the item(s) is (are) needed and that the department has adequate funds to cover the expense in the budget. The requisition is forwarded to the manager's divisional Vice President or his/her designee for approval. The completed, signed requisition is sent to the Business Office Procurement Processing, where based on the total value of the requisition, it is distributed to the appropriate person for approval. Requisitions are reviewed and approved by the CFO or designee.

## RELOCATION EXPENSE POLICY

At the request of area Vice President and with the approval of the Vice President for Finance and Administration and the Director of Human Resources, the college will provide reimbursement of necessary and reasonable moving expenses for new full-time staff members. Faculty requests must be preapproved and submitted to the Provost Office. Moving expenses are limited to the costs of transporting the faculty/staff member and their immediate family to the new residence and of moving ordinary and customary household goods and personal effects. The moving expense authorization and amount must be specified in the employment offer.

Reimbursement will be processed on actual amounts, up to the specified amount. Supporting documentation, including original, itemized receipts; and a completed, signed Relocation Expense Reimbursement Form must be submitted to the Human Resources/Provost office for processing. Documentation of eligible relocation expenses must be submitted within 60 days of relocation.

Items that qualify for reimbursement and not included in the employee's taxable income are:

1. Transportation of household goods and personal effects:
  - a. Cost of an insured moving company
  - b. Cost of truck rental in a self-move situation
  - c. Mileage or gas (at the prevailing federal standard mileage rate for moving expenses)
  - d. Packing supplies and furniture pad rental
  - e. Parking fees and tolls while in transit
  - f. Car shipping cost
2. Travel to new household:
  - a. Lodging while in transit (one night at the old location & one night upon arrival at the new location)
  - b. Mileage or gas (at the prevailing federal standard mileage rate for moving expenses)
  - c. Parking fees and tolls while in transit

Expenses that do not qualify as moving expenses and will not be reimbursed include:

1. Real Estate expenses associated with buying/selling a house
2. Automobile registration costs
3. Security deposits on an apartment or utilities
4. Meal expenses incurred during relocation
5. Moving boats, recreational vehicles or antique cars
6. Kenneling of domestic pets

One half the relocation expense reimbursement shall be repaid to Converse College if the faculty or staff member, for reasons within his/her control, leaves the college prior to one year of employment. Any exceptions to the above must be pre-approved by the Vice President for Finance and Administration.

Approved and Effective 12/12/13 - Revised September 2017

## Credit Card Policy

### Policy Statement

Converse College provides a Corporate Credit Card with no annual fee to certain employees whose job responsibilities require them to travel extensively. The Corporate Card provides employees with a convenient method of payment for business expenses. This policy is intended to inform employees when to use the credit card and what benefits and services the card provides. Please refer to the Business, Expenditure, and Travel Policy A-1 for more information.

### Procedures

Employees who are eligible to receive a credit card are required to read this credit card policy and attend a training session. They are also required to sign the last page of this policy indicating their understanding with Converse College with respect to the use of the card.

The credit card can only be used by the named cardholder and is not to be used by another employee. In most instances the credit card is to be used for travel and entertainment expenses only. Please refer to the travel and entertainment section of the employee handbook for further details. Business travel or business entertainment includes, but is not limited to:

- Hotels/motels
- Meals
- Automobile fuel and rentals
- Air, cab or transportation fare
- Conference registrations
- Parking fees

Under no circumstances should the card be used for charging personal transactions. The credit limits may vary by employee depending on the employee's position at the College. The maximum credit limit should be kept confidential and not shared with other employees.

Expenses charged to the credit card must be reconciled weekly online through Capital Bank. Employees should retain a copy of all documentation for their files. In the event of missing receipts, the cardholder is to complete a Missing Receipt Form, have the supervisor sign the form, and include it with the other documents. Loss of receipts may result in disciplinary action and/or card privileges may be discontinued.

The employee's supervisor will be required to verify all transactions with each expense online. The supervisor will ensure the transactions are business related and the employee has supplied all required supporting documentation. The supervisor will approve the transactions online.

**Audits:**

All credit card documents are subject to audits by the Business Office, external auditors and the IRS to ensure that transactions follow and adhere to federal guidelines, intended use, and College policies and procedures.

**Disputed Charges**

Disputed charges are the cardholder's responsibility. The cardholder may also seek the assistance of the Office of Accounting and Administration when dealing with disputed charges. The Cardholder must contact the vendor directly and Capital Bank at 1-877-844-8790. The Cardholder is expected to resolve discrepancies directly within 60 days of the error/transaction occurrence. Failure to do so may prevent the College from reversing the charges on the account.

**Misuse or Abuse of the Credit Card**

The term "misuse or abuse" means the use of the credit card outside the employee's authorized parameters (e.g., charges in excess of the permitted limit; purchases of items of a type other than those allowed). If misuse of the card is determined at any time, the supervisor of the cardholder will be contacted, and in conjunction with the Controller will determine if the card privileges will be discontinued. The Vice President of Finance will also be notified, who may also recommend the card privileges be discontinued. The cardholder may be personally responsible for reimbursing the College for all unauthorized purchases. This action may also result in disciplinary action.

**Lost/Stolen/Fraudulent Use of Cards**

If the card is lost or stolen, or if you detect a fraudulent transaction, report it immediately.

- Contact the bank at 1-877-844-8790
- Contact the Controller's Office at 864-596-9028
- Report the transaction in question. Have the transaction number and basic information ready.
- Inform your supervisor.

**Surrendering Your Card Upon Terminating Employment**

The Corporate Card is the property of the College. When you terminate your employment with the College you must return your Corporate Card.

- Return the card to the Human Resources Department. This action must occur before you receive your final paycheck.
- The Human Resources Department will notify the Business Office that you are no longer employed by the College and will forward your card to that department.

Individuals given credit cards are held accountable for all transactions related to their card. In the event of a cardholder's credit card reconciliation with statements not consistently being forwarded in a timely manner, suspensions or revocation of the card may occur.

*Non-compliance with the Credit Card Policy or fraudulent use of the credit card may result in disciplinary action up to and the possibility of discharge.*

**THIS POLICY DOES NOT CREATE NOR SHALL IT BE DEEMED TO CREATE A CONTRACT EITHER EXPRESSED OR IMPLIED BETWEEN CONVERSE COLLEGE AND ANY EMPLOYEE. POLICIES MAY BE CHANGED BY THE COLLEGE AT ANY TIME, WITH OR WITHOUT NOTICE. THE COLLEGE RESERVES THE RIGHT TO INTERPRET AND DEVIATE FROM POLICIES.**

## TIME AND EFFORT REPORTING

As a recipient of federal funding, Converse College is required to comply with cost accounting requirements contained in 2 CFR 200.430 - Compensation-Personal Services, and Uniform Guidance Subpart E §200.430, for certifying time spent working on sponsored projects. The purpose of this policy is to ensure that effort certifications completed in connection with Converse College sponsored projects are accurate, reasonably reflect the actual level of effort expended on a sponsored project, and comply with sponsor requirements.

### Policy Statement

The College is committed to ensuring that effort reports completed in connection with sponsored projects are accurate. Effort reports are required when any portion of compensation is paid from a sponsored project or cost share is committed to a sponsored project. All faculty and staff who are involved in charging salaries and wages to sponsored projects, managing sponsored projects, or completing effort reports are responsible for understanding the principles of accurate and timely effort reporting.

An effort certification should be a reasonable estimate of how time is spent. In no case can the percentage of an individual's salary charged to a sponsored project exceed the percentage of the individual's total effort expended on the project during an effort reporting period. If the percentage of total effort expended in a given effort reporting period is less than the percentage of salary charged to the sponsored project during the same period, the salary charges must be reduced via the salary redistribution process to reflect the actual effort.

Effort reports are generated for all employees (excluding those required to complete timesheets) with compensation paid from a sponsored project during the reporting period. Principal Investigators, faculty, or a person with first-hand knowledge of individual activities certifies effort reports for individuals whose salaries are charged to sponsored projects. Effort reports are generated and distributed within a reasonable time frame following the close of the reporting cycle. Certification of effort must be completed within three (3) weeks of distribution.

### Procedures

Converse College periodically certifies effort after the fact, ensuring that charges made to sponsored funds and effort expended is at least equal to the salary paid on sponsored funds. At the end of each reporting period, effort reports are generated via spreadsheets. These effort reports are verified by the business administrator and released to department or college administrators for review.

An effort report is generated only for employees who have received pay from at least one sponsored fund during the reporting period. Any significant differences between the actual effort expended and the salary distribution reported on the effort report must be documented in the notes section of the effort report and reported to Cost Analysis staff in GCA. In addition, the department or in some cases the college research office staff, is responsible for initiating payroll redistributions to correct the differences in order to ensure accurate reporting of effort.

For employees only paid from non-sponsored funding to report effort expended on a sponsored project (*i.e.*, cost-share), a request to the Business services staff must be made to generate the necessary effort report(s).

### Failure to Comply

Effort reporting is a high-risk audit item because salary charges to sponsored funds are significant. Financial penalties, expenditure disallowances, and harm to the College's reputation could result from failure to provide accurate effort certifications or failure to comply with the College's effort reporting requirements. Failure to comply with this policy may result in suspension of proposal submission privileges for the PI, suspension of work on a sponsored project, and/or disallowance of a salary cost and transfer to a departmental fund.