



Full-Time (Non-union)
Classified Employees Handbook

Revised 9/29/2009, 11/2010, 7/2011, 8/2013, 6/2017, 8/2018, 3/2019

Table of Contents

HISTORY OF KIRTLAND COMMUNITY COLLEGE	1
GENERAL INFORMATION	2
Introduction	2
Kirtland’s Vision	2
Mission.....	2
Values.....	2
Purposes	2
Academic Quality Improvement Project (AQIP)	3
BENEFITS OVERVIEW	4
DEFINITIONS OF EMPLOYEE CATEGORIES	4
FRINGE BENEFITS	4
Life Insurance/Accidental Death & Dismemberment Insurance/Dependent Life Insurance.....	5
Long-term Disability Insurance	5
Medical Insurance.....	5
Dental Benefits.....	5
Optical Benefits.....	6
Insurance Option Clause	6
Reimbursement Accounts.....	6
Travel Accident Insurance.....	6
Sick Day Payout.....	6
Retirement	6
BUSINESS/PERSONAL LEAVE DAYS	6
(Refer to POL 5.130).....	6
HOLIDAYS	7
VACATION DAYS.....	7
SICK LEAVE	8
BEREAVEMENT LEAVE.....	8
FAMILY AND MEDICAL LEAVE	9
MILITARY LEAVE.....	9
PUBLIC SERVICE DUTY.....	9
SOCIAL SECURITY COVERAGE.....	10
TUITION-FREE COLLEGE COURSES FOR EMPLOYEES.....	10
PROFESSIONAL DEVELOPMENT	10
WORKERS’ COMPENSATION	10
PAY PRACTICES	11
PAY PROCEDURES	11

OVERTIME COMPENSATION	11
TIME SHEETS	11
EMPLOYMENT POLICIES AND PRACTICES	13
CLASSIFICATION AND SALARY ADMINISTRATION PROGRAM	13
JOB RECLASSIFICATION	13
JOB VACANCIES	13
CODE OF CONDUCT	13
CONFIDENTIALITY	14
EQUAL OPPORTUNITY FOR EMPLOYMENT	14
HARASSMENT OR DISCRIMINATION	14
STATEMENT ON EXPECTATION OF PRIVACY	14
STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW	15
HEALTH AND SAFETY	16
EMERGENCY RESPONSE GUIDELINES.....	16
Bomb Threat	16
Crime in Progress	16
Dangerous Weather Conditions (extreme winds/tornado)	16
Fire	17
Hazardous Material Release	17
Hostile Intruder(s).....	17
Medical Emergency.....	18
Psychological Crisis	18
Other Emergency Situation.....	18
RAIN	18
Required Notifications	18
BLOODBORNE PATHOGENS	18
CONTAGIOUS DISEASE	19
DRUG-FREE WORKPLACE	19
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	20
HAZARDOUS MATERIALS	20
SMOKE-FREE WORKPLACE	20
EMPLOYEE WELLNESS	20
OTHER POLICIES AND PRACTICES	21
DRESS CODE	21
EMERGENCY CLOSINGS.....	21
PERFORMANCE APPRAISALS.....	21
PROBATIONARY STATUS - NEW EMPLOYEES.....	22

DISCIPLINE.....	22
TERMINATION.....	23
Voluntary Termination.....	23
Involuntary Termination.....	24
Continuation of Health Insurance.....	24
GRIEVANCES.....	24
TRAVEL.....	24
College-Owned Vehicles.....	24
Reimbursement for Use of Private Vehicles.....	25
REDUCTION IN WORK FORCE.....	25
RECALL OF CLASSIFIED EMPLOYEES.....	25
OTHER INFORMATION.....	26
ACCOUNTING OFFICE.....	26
BOOKSTORE.....	26
BORROWING EQUIPMENT.....	26
CHANGE OF CONTACT INFORMATION.....	26
COMPUTER AND TECHNICAL SUPPORT.....	26
COSMETOLOGY.....	26
EXERCISE ROOMS.....	26
FACILITIES.....	26
FIRING RANGE.....	26
GRILL.....	27
HUMAN RESOURCES OFFICE.....	27
LIBRARY.....	27
MAIL ROOM.....	27
PRINTSHOP.....	27
PUBLIC SAFETY DEPARTMENT.....	27
SPECIAL NEEDS.....	28

This handbook serves only as a guide for part-time employees; it is not intended and does not constitute, in whole or in part, a binding employment contract. Policies may be modified at any time by action of the federal or state governments, or by the college board of trustees. Procedures implementing these policies may be modified by administrative action as a result of Target-Specific Problem Solving, legal opinions, committee recommendations, and so forth. Employees will be informed through e-mail notification of changes which may significantly affect the following information. Employees are encouraged to contact the Human Resource Office, ext. 239, if there is any question on the applicability of any matter listed below.

HISTORY OF KIRTLAND COMMUNITY COLLEGE

On March 7, 1966, in accordance with provision of Public Act 188 of the Michigan Public Acts of 1955, Kirtland Community College was created by a vote of the electorate from six local K-12 districts (Crawford-AuSable, Fairview Area, Roscommon Area, Houghton Lake, Mio-AuSable, and West Branch-Rose City). With this approval, the largest Michigan community college district was formed. The college district totals 1,200 square miles and consists of all or part of nine counties, plus an M-TEC in Gaylord, and the college provides instructional services in the Tawas area, as well.

In the fall of 1968, Kirtland opened its doors to 160 students. At that time, the campus, located near the district's geographical center, consisted of 160 acres of beautifully wooded, rolling hills, with a partially completed student center and six relocatable classroom facilities. In June 1970, the college had its first graduation with forty-four graduates earning associate degrees.

Kirtland Community College now serves from 2,000 to a recent peak of over 3,000 students through college level and community service classes, with 300 – 400 students graduating annually with associate degrees and certificates. Growth in student numbers promoted increase in campus facilities, programs, and instructional locations. Kirtland's Roscommon Site now consists of 250 acres, six major buildings, and Criminal Justice training facilities, including a firing range. A Health Science Center near Grayling was approved by the voters, and opened in Fall of 2016 on 188 acres deeded by the State of Michigan, and is being expanded, while the M-TEC technical education facility in Gaylord, opened in 2002, offers courses and programs in industrial and construction trades, outdoor power engines, health careers, including cardiovascular sonography, and workforce development. Presently, Kirtland offers more than 50 certificate and associate degree programs. Community services such as small business development, cultural events, continuing education, and employee training and retraining are also provided. The college's efforts and activities have encouraged and assisted regional business development and generated long-term economic growth. Over the years, Kirtland Community College has grown and matured into a full-service regional two year college.

Kirtland Community College is accredited by the Michigan Commission on College Accreditation and The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602 (800-621-7440). The college also holds membership in the Michigan Community College Association and the American Association of Community and Junior Colleges.

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools granted Kirtland Community College status as candidate for accreditation in 1972, and the college has been accredited as an associate degree-granting institution since 1975.

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Office of Human Resources, 989-275-5000, ext. 239 or hr@kirtland.edu

GENERAL INFORMATION

INTRODUCTION

Welcome to the staff at Kirtland Community College. This handbook was written to help make your transition to Kirtland as smooth as possible; we welcome your input, your questions, and your enthusiasm.

KIRTLAND'S VISION

Kirtland will be the first choice for learner-centered education guiding students and communities toward success.

MISSION

To provide innovative educational opportunities to enhance student lives and build stronger communities.

VALUES

- **Excellence:** Expectation that all college activities are conducted with attention to quality and the highest levels of academic and professional standards.
- **Inclusiveness:** Conducting the activities of the college in a manner that inspires tolerance and welcomes diversity of people and thought.
- **Innovation:** Addressing challenges and issues from multiple perspectives to solve problems and advance college processes and knowledge. Supporting progressive and meaningful research, creative activity and teaching.
- **Reflection:** Evaluating processes and assessing success through honest conversation and the use of data.
- **Character:** Steadfast adherence to the principles of integrity, honesty, reliability, transparency and accountability.
- **Respect:** Respect for the rights, differences and dignity of others and their contribution to the overall success of the college.

PURPOSES

To accomplish the mission, Kirtland:

1. Provides occupational programs that educate learners for the workforce of the future.
2. Provides transfer courses and programs that encourage learners to continue education at other colleges and universities.
3. Offers non-credit community and cultural education that enhance the lives of citizens.
4. Offers education to the incumbent workforce thereby supporting community economic development.
5. Provides supportive services that mentor learners to become successful while enrolled in courses.
6. Provides student activities that encourage the development of community service and leadership skills.
7. Facilitates collaborations with other colleges and schools that enhance the educational services in Kirtland's service area leading to a better educated citizenry.
8. Encourages innovation among employees and community members for the benefit of Kirtland and its communities.

ACADEMIC QUALITY IMPROVEMENT PROJECT (AQIP)

For Kirtland's degrees and certificates to be recognized as valid, the college and its programs must be accredited by a nationally recognized process. Kirtland utilizes AQIP as our process of accreditation. AQIP is modeled on the principles of systematic continuous improvement, and staff is expected to participate in the data collection, discussion and analysis necessary to informed decision-making.

BENEFITS OVERVIEW

Among Kirtland's greatest strengths are its "non-traditional" benefits. The college operates facilities in the prime vacation region of Northern Lower Michigan, where people come from around the world to enjoy the lakes and forests. Camping, boating, hiking, fishing, birding, and golfing are just a few of the many activities available in the region. You will enjoy the Kirtland "family" as well as the relaxed and informal atmosphere. We work hard and have a sense of joy and pride in our accomplishments and in who and what we are. We are aware of the important role Kirtland plays in the community and are proud of the quality education we offer.

The following section describes an overview of the traditional benefits available to you and your family. Detailed information regarding any of your college benefits may be obtained from the business office or the policy and procedure manual, which is available on-line at <http://kirtland.edu/policies-and-procedures/>. **The following benefits, while available to all full-time employees, may vary depending on each employee's employment category. A brief description of these categories is listed below.**

DEFINITIONS OF EMPLOYEE CATEGORIES (Refer to POL 5.345)

PROFESSIONAL/SUPERVISORY CLASSIFIED STAFF: Professional or supervisory duties comprise the majority of the functions of the employees in this category.

Full-time, regular schedule – This employee is provided an annual schedule or a written contract to perform assigned duties on a salaried basis. (Classified in benefit level E of benefits categories.*)

Full-time, limited schedule – Scheduled on an annual basis or provided a written contract to perform assigned duties on a salaried basis for a defined portion of the fiscal year of less than 52 weeks (Classified in benefit level F of benefits categories.*)

CLASSIFIED SUPPORT STAFF: Responsibilities involve a supporting role to the college's administrative, academic, or operational functions.

Full-time, regular schedule – Scheduled on an annual basis to work 80 hours biweekly for 52 weeks. (Classified in benefit level D of benefits categories.*)

Full-time, limited schedule - Scheduled on an annual basis to work 80 hours biweekly for a defined portion of the fiscal year of less than 52 weeks. (Classified in benefit level F of benefits categories.*)

**See POL 5.345 Appendix A Benefits Matrix for a complete description of each benefits category.*

FRINGE BENEFITS (Refer to POL 5.165)

Fringe benefits apply to all full-time, regular schedule classified employees, including employees on professional improvement leave, and shall discontinue when an employee is terminated, takes military leave, or takes a leave without pay in excess of three months except as defined in the family and medical leave procedure (PRO 5.080). Definition: Immediate family as it applies to POL 5.165 shall mean spouse and eligible children (sons and daughters). Fringe benefits for full-time, limited schedule employees shall be defined within their contract of employment.

Life Insurance/Accidental Death & Dismemberment Insurance/Dependent Life Insurance

The college provides you with group term life insurance and accidental death and dismemberment insurance in the amounts outlined below.

Employee Category	Group Term Life Insurance	Accidental Death & Dismemberment
Professional/supervisory staff	\$40,000	\$40,000
Support staff (nonexempt)	\$40,000	\$40,000

The college will provide dependent term life insurance for family members in the following amounts:

Spouse.....	\$5,000
Child (15 days to 6 months of age)	\$100
Child (6 months to age 21 or age 23 if full-time student).....	\$2,000

You may elect additional term life insurance for you and/or your eligible dependents at a group rate subject to the conditions of the insurer at your own expense.

Long-term Disability Insurance

The college will provide you with disability coverage as follows: After a waiting period of 90 consecutive calendar days, if you are disabled you will be eligible for a benefit of 66.67 % of your basic monthly earnings. The maximum monthly benefit is determined by the current policy in effect.

Medical Insurance

The college provides a hospital/surgical/major medical/prescription drug plan for you and your eligible dependents. The plan currently offered is the Blue Cross Blue Shield Flex Blue 2 high deductible/high coinsurance medical plan. Employees are responsible for \$1,350 single plans/\$2,700 two person/family plans. The college provides for payroll deduction into a health savings account (HSA) by eligible staff, and a flexible spending account (FSA) for non-HSA eligible staff. Payroll deductions to comply with the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011) are calculated annually. The Administration will annually recommend, and the Board will annually determine, which section of Act 152 best serves the needs of the college. The college reserves the right to change insurance carrier and/or specifications.

Dental Benefits

The college provides dental coverage for you and your eligible dependents through a self-funded dental plan as follows:

Type of Dental Service		The Plan Pays	Maximum Benefit
Class I Class II Class III	Basic	100% of reasonable & customary charges	Combined maximum Class I, II, and III \$2,000 per person per contract year
	Restorative	75% of reasonable & customary charges	
	Prosthodontics	50% of reasonable & customary charges	
Class IV	Orthodontics	75% of reasonable & customary charges	\$3,000 lifetime benefit per eligible person

Optical Benefits

The college provides optical coverage for you and your eligible dependents from a self-funded optical plan as follows:

- Services provided once every 12 months per person, except as otherwise stipulated.
- Exam.....\$5.00 co-pay, then 100% of reasonable & customary charges
- Lenses.....\$7.50 co-pay, then 100% of reasonable & customary charges
- Frames.....\$150 maximum allowance every **two** years.
- Contact lenses:
 - medically necessary.....\$7.50 co-pay, then 100% of reasonable & customary charges
 - in lieu of glasses\$7.50 co-pay, then \$130 maximum allowance

Insurance Option Clause

If you elect to drop the college's hospitalization, surgical, and medical insurance (you must show proof that you are covered by another plan), you will receive a bi-weekly cash payment as determined by the board of trustees.

Reimbursement Accounts

The following accounts are made available to all eligible employees on a voluntary basis:

- Section 106 - pre-tax premiums
- Section 105 - unreimbursed medical/dental/vision/hearing expenses
- Section 125 – Flexible Spending Accounts
- Section 129 - dependent care expenses

Travel Accident Insurance

The college provides \$50,000 in travel accident coverage for you while traveling on authorized college business. The beneficiary is your family, as designated.

Sick Day Payout (Refer to POL 5.140)

Sick days not used during the fiscal year are carried forward for future use to a maximum of 120 days. A 50 percent payout for any unused days over the 120 banked is made at the end of the fiscal year. There is no sick day payout upon termination of employment, unless you retire from the college and meet the guidelines outlined in POL 5.211.

Retirement (Refer to POL 5.211)

The college will make contributions to the Michigan Public School Employees Retirement System on behalf of each employee as mandated by the retirement system. There will also be a payroll deduction for the employee contribution as mandated by the retirement system. For additional information regarding the various retirement plans, visit the ORS website at <http://www.michigan.gov/orsschools>.

If you retire from the college and meet the guidelines outlined in POL 5.211, you will be paid for unused sick leave days at 50 percent of your daily rate of pay at the time of your retirement up to a maximum of 120 accrued sick leave days. The computation will be based upon 260 days divided into your annual base salary.

BUSINESS/PERSONAL LEAVE DAYS (REFER TO POL 5.130)

CATEGORY: **Full-time, regular schedule** - You are provided three business/personal leave days at the

onset of the fiscal year (July 1).

CATEGORY: Full-time, limited schedule - You may be provided prorated business/personal leave days at the onset of the fiscal year (July 1) as identified in your contract for employment.

Business/personal leave days are granted for the purpose of conducting business that cannot be taken care of on weekends or in the evenings. As with all planned absences, arrangements need to be made in advance and approved by your immediate supervisor. In order to initiate the request for business/personal leave days, fill out the "time off report" form available at "forms central" on MyKirtland, have it approved by your immediate supervisor, and submit it to the payroll office. Unused business/personal leave days will be converted to sick leave days on July 1 of each year.

Business/personal leave days cannot be combined with holiday or vacation periods except in substantiated emergencies, as authorized by the director of human resources.

HOLIDAYS (Refer to POL 5.115)

CATEGORY: Full-time, regular schedule

You are provided with eight paid holidays per year. The offices will be closed and employees will be off work on: Labor Day (1 day), Thanksgiving (2 days), Christmas day (1 day), New Year's day (1 day), Good Friday (1 day), Memorial day (1 day), and Independence day (1 day). Additional holidays may be granted at the discretion of the board.

If a holiday falls on a Saturday, the previous Friday will be observed as the holiday. If the holiday falls on a Sunday, the following Monday will be observed as the holiday. If the holiday falls on a Thursday, the following Friday will also be considered a paid day off. If the holiday falls on a Tuesday, the preceding Monday will also be considered a paid day off. If your regular work schedule includes a Saturday and/or Sunday, you will receive the same number of paid holidays as all other full-time employees. The days off will be mutually arranged between you and your immediate supervisor.

CATEGORY: Full-time, limited schedule - You will be paid for the previously listed holidays that fall within your defined work period.

VACATION DAYS (Refer to POL 5.060)

CATEGORY: Full-time, regular schedule - You will be provided with vacation days according to the following schedules.

EXEMPT	NONEXEMPT
1-5 years15 days	1-5 years 10 days
6-10 years20 days	6-10 years 15 days
Over 10 years22 days	Over 10 years 20 days

CATEGORY: Full-time, limited schedule - You may be provided prorated vacation days at the onset of the fiscal year (July 1) as identified in your contract for employment

Vacation days earned during the current fiscal year will not be available for use until the beginning of the next fiscal year (July 1) and must be taken within eighteen months (by December 31) of the

following fiscal year. The number of vacation days provided in a given year is determined by the number of full years of service as of July 1 each year. Full-time employees on a limited schedule and new employees are eligible for vacation time earned on a prorated basis. During the fiscal year in which you experience your five or ten year anniversary date, you will be awarded the corresponding increase in vacation days on a prorated basis.

Vacation time carried over from the previous fiscal year is not cumulative beyond December 31; vacation days not taken by the December 31 deadline will be forfeited.

Vacation time must be requested in advance on a "time off report" form, available on forms central, which must be approved by your immediate supervisor and submitted in advance to the payroll office. Vacation approval may be based upon the business needs of the college. Business conditions may require that your request be denied if the requested time off would interfere with significant functions of the college, so it is advised you seek approval prior to making any personal or financial commitments.

When a college paid holiday or emergency closing day occurs within a vacation period, that day is not counted as a vacation day. Upon termination, you will be paid for any unused vacation days in your vacation day bank in addition to those earned on a prorated basis for a partial year of employment.

SICK LEAVE (Refer to POL 5.140)

You will accrue one paid sick leave day per month that you work (12 days per fiscal year of employment), cumulative to a total of 120 days.

Sick days are to be used when you are unable to report to work due to your own illness or the need to care for an immediate family member and should be reported in increments . A family member includes a biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis, a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child, an individual to whom the eligible employee is legally married under the laws of any state, a grandparent, a grandchild, a biological, foster, or adopted sibling.

Each day that you are absent from work you must notify your immediate supervisor within one-half hour of your normal starting time. If you fail to report to work for three consecutive scheduled work days without making contact with your supervisor, you may be terminated for abandonment of position. Nonexempt employees must report absences on their weekly time sheets to the nearest tenth (1/10 or 6 minutes) of an hour. Exempt employees must report their absences to the business office on the "time off report" form available at forms central in half or full-day increments.

If you are absent more than five consecutive days, you are required to submit a licensed health care provider's statement verifying your inability to work due to illness. In addition, upon returning to work, you are required to present to the director of human resources documentation from a licensed health care provider indicating that you are physically and mentally capable of returning to work at your previous work load. If there is a question regarding your ability to return to work, the guidelines as described in POL 5.140 will be followed.

BEREAVEMENT LEAVE (Refer to POL 5.135)

You will be granted up to three days off with pay per occurrence in the event of a death in your immediate family: spouse, child, (including biological, adopted, foster, step, or legal ward) parent (including in-laws), brother, sister, son-in-law, daughter-in-law, grandparent (including in-laws), grandchild, aunt or uncle, or a relative living at your residence for whom you have responsibility for their day-to-day care.

If extenuating circumstances warrant an extension of bereavement leave, the director of human resources may grant additional time off.

Nonexempt employees must report the bereavement leave on their weekly time sheets. Exempt employees must report the bereavement leave to the business office on the "time off report" form available at forms central.

FAMILY AND MEDICAL LEAVE (Refer to POL 5.080)

Family and medical leave is granted to employees in need who have worked a minimum of 1,250 hours in the twelve-month period preceding the request of the leave. A maximum of one year of unpaid leave may be taken for: (1) your own serious health condition, (2) a serious health condition of a spouse, child, parent, or any individual for whom you have day-to-day responsibility for their care, (3) the birth or adoption of a child or placement of a foster child within twelve months of birth or placement.

Such leave will be unpaid by the college unless the employee has personal, vacation, or sick time that they choose to use. Benefits will continue through the first year of the employee's leave and will be paid for by the college.

You may take a medical or child care leave on an intermittent or reduced schedule. In addition, the college may grant extensions of your child care leave for extenuating circumstances. Refer to POL 5.080 for a complete description of this benefit provision.

MILITARY LEAVE (Refer to POL 5.070)

If you are a member of a reserve component of the armed forces, you will be placed on unpaid leave for your annual two-week training duty. If you so choose, you may use your vacation days for this leave. Training leaves should not normally exceed two weeks per year, plus reasonable travel time. Your benefit programs will be unaffected while you are your two-week training duty.

A leave of absence without pay may be granted to you to enter any branch of the United States armed services for one term or until the state of emergency has ended. If you serve on active duty longer than thirty consecutive days, benefit accruals will be calculated in accordance with the applicable federal laws. Refer to POL 5.070 for a complete description of the benefit provisions.

PUBLIC SERVICE DUTY (Refer to POL 5.110)

The college compensates its employees for performing public service duty (jury duty and when subpoenaed to testify on behalf of the college). Nonexempt employees must report their absences on their weekly time sheets; exempt employees must report their absences on the "time off report" form available at forms central.

You are required to return to work if you are actively engaged in public service duty for only a portion of the day. At the end of public service duty, submit the pay you received from the court to the accounting

office, less any mileage reimbursement received. You will then be paid at your regular rate of pay for all hours worked as well as the public service duty hours. There will be no loss of paid time off.

SOCIAL SECURITY COVERAGE

The college pays the employer's share of social security for all employees.

TUITION-FREE COLLEGE COURSES FOR EMPLOYEES (Refer to POL 5.170)

The college provides unlimited tuition-free courses at Kirtland to you, your spouse, and your eligible dependents. All other fees associated with any course work will be your responsibility at the time of enrollment. To initiate a request for tuition-free courses, complete an "employee scholarship application" form, which is available at forms central.

PROFESSIONAL DEVELOPMENT (Refer to POL 5.430)

Kirtland supports a wide variety of professional development and enrichment activities such as workshops, seminars, community service activities and events, and may provide financial support for college classes not otherwise covered by the employee scholarship. Employees seeking support for professional development should review POL 5.430, and if potentially eligible complete the professional development request form for support staff available at forms central.

WORKERS' COMPENSATION

The college pays your workers' compensation in compliance with state laws.

PAY PRACTICES

The normal business hours for the college are 8 a.m. to 4:30 p.m., Monday through Friday. However, your work hours may vary depending on the needs of your department and the area in which you work, and, in some cases, to accommodate you where possible. Variations in work schedules are considered "flex time." Your work schedule will be determined by your immediate supervisor and may be amended as deemed necessary.

The typical hourly work schedule provides for a ½ hour unpaid lunch break for those who work five hours or more in a day. It may be ok to take a lunch during the course of a shorter day, so long as it's ok with one's supervisor. If you take less than 20 minutes for lunch, it must be paid time. During the course of an 8 hour day, the college also has a practice of permitting up to another ½ hour in total for paid breaks, coordinated as necessary with one's supervisor.

PAY PROCEDURES (Refer to POL 5.355)

Payroll is issued on Fridays on a biweekly basis. When a payday falls on a holiday, you will be paid the preceding day whenever possible.

The college does not issue paper payroll checks. Employees have the option of either direct deposit or the Chase payroll card. The college does not advance pay or issue checks prior to payday.

Compensation received each payroll period for nonexempt employees is for hours worked through Saturday of the previous week. Exempt employees receive an annual salary equally distributed over twenty-six pay periods. (NOTE: Non-exempt employees hired prior to July 1, 1995, received one week advance pay in July 1995 when the payroll procedures were revised; this one week advance pay will be deducted from the employee's final paycheck at the time of termination.)

The college takes all reasonable steps to ensure that you receive the correct amount of pay each payroll period. If there is an error in the amount of your pay, promptly notify the payroll department so corrections can be made as soon as possible. Corrections will be made on the next regular payroll period.

OVERTIME COMPENSATION (Refer to POL 5.360)

Nonexempt employees required to work over 40 hours in a standard work week will receive overtime compensation at one and one-half times their regular rate of pay. Overtime work must be authorized by your immediate supervisor and reported on your weekly time sheet for the week in which it was worked. Paid time off (holidays, vacation days, business/personal days, sick leave days, etc.) is not counted as time worked in the calculation of overtime. Paid time off as a result of emergency closings (snow days, electrical outages, etc.) will be counted as hours worked in the calculation of overtime.

TIME SHEETS (Refer to POL 5.365)

The time sheet is used to determine the hours for which each nonexempt employee should be paid. You are responsible for keeping your own time sheet indicating hours worked and time off for holidays, sick leave, vacation, bereavement leave, public service duty, leave of absence, etc. Time sheets must accurately reflect the hours worked to the nearest tenth (1/10 or 6 minutes) of an hour, and other paid or unpaid time off. Your signature on your time sheet is verification that the hours reported are accurate. Misrepresentation of hours worked reported on the time sheet is a dischargeable offense.

Your time sheet must be filled out completely, signed, and submitted to your immediate supervisor for signature. You are responsible for ensuring that your completed and signed time sheet is submitted to payroll by noon on the Monday of pay week. If you fail to submit your time sheet by the due date, your paycheck will not be processed for that pay period. Blank timesheets are available on MyKirtland at forms central.

EMPLOYMENT POLICIES AND PRACTICES

CLASSIFICATION AND SALARY ADMINISTRATION PROGRAM (Refer to POL 5.300)

It is the policy of the college to ensure internal equity and external competitive rates of pay and compensation to employees, to provide a means for planning and controlling direct payroll costs, to maintain efficient administrative procedures, and to ensure compliance with applicable laws and regulations.

For additional information regarding employment practices, compensation, and job related issues, refer to the following policies in the policy and procedure manual, located on the Kirtland Website at:

<http://kirtland.edu/policies-and-procedures/>

- POL 5.005 - Employee Code of Conduct
- POL 5.305 - Review and Maintenance of Classification Compensation Structure
- POL 5.315 - Addition of New Positions
- POL 5.320 - Temporary Reclassification
- POL 5.325 - Hiring Rates
- POL 5.330 - Promotional Increases
- POL 5.335 - Lateral Transfers
- POL 5.340 – Demotions
- POL 5.385 - Position Descriptions

JOB RECLASSIFICATION (Refer to POL 5.310)

The purpose of job reclassification is to ensure that significant changes in job content are properly recognized through assignment of an accurate job title and equitable pay grade. When the duties and responsibilities of a classification change, the job will be reviewed by the director of human resources and the classification subcommittee of the personnel committee to assure proper classification and pay grade assignment.

Employees may submit a request for review of their job classification through their immediate supervisor and division administrator. Requests for reclassification must be received in the human resources office by February 15 or August 15.

JOB VACANCIES (Refer to POL 5.120, and to the Hiring Process in the Personnel section of the Policies & Procedures)

When classified job vacancies occur, the administration in conjunction with the immediate supervisor will determine whether the position will be posted internally or externally or filled by an employee transferred from another college department. When posted, job vacancy announcements will be posted on the college website and placed on bulletin boards located outside the human resources office. The college has the discretion to fill vacancies as it deems appropriate.

CODE OF CONDUCT (Refer to POL 5.005)

Employees must, at all times, comply with all applicable laws and regulations. Kirtland Community College will not condone the activities of employees who, for whatever purpose or goal, knowingly and willfully violate the law or college policy. Kirtland Community College further supports adherence to such core principles as fairness and equality of treatment of others.

Employees uncertain about the application or interpretation of any legal or policy requirements shall refer the matter to their supervisor or other appropriate staff, who shall if necessary themselves obtain

expert professional advice and counsel.

CONFIDENTIALITY (Refer to POL 5.175)

Confidentiality is necessary to protect the privacy of all employees and students at Kirtland Community College, and may be required by law. Confidential information would include information subject to Family Educational Records Privacy Act (FERPA), the Bullard-Plawecki Employee Right to Know Act, common law invasion of privacy, constitutional due process rights, and other matters not subject to disclosure to Freedom of Information Act, the Open Meetings Act, the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable statute. Inappropriately divulging college confidential information, either deliberately or inadvertently, may lead to disciplinary action ranging from oral and written reprimands to immediate termination of employment.

Unless otherwise specifically authorized and assigned as part of your duties, any requests for non-directory information from parties outside the college, or from unauthorized individuals within the college, should promptly be referred as follows:

- Student information: Chief Student Services Officer
- Employee information: Chief Human Resources Officer
- Financial Information: Chief Financial Officer

EQUAL OPPORTUNITY FOR EMPLOYMENT (Refer to POL 5.000)

Kirtland Community College will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without unlawful discrimination of any kind. The college maintains a work environment free of sexual harassment and discriminatory intimidation of any kind and provides equality of opportunity in upgrading, wage and salary administration, promotions, transfers, benefits, training programs, and all other conditions of employment.

HARASSMENT OR DISCRIMINATION (Refer to POL 5.195)

You should immediately contact the director of human resources or other staff as appropriate if you believe you have been harassed, or discriminated against based upon race, sex, religion, national origin, age, marital status, sexual orientation, height, weight, being a Vietnam-era or disabled veteran, a disability or other protected category under Michigan and federal law. Harassment and discrimination are unlawful under both Michigan and federal law and are contrary to the commitment of the college to provide an effective learning environment. The college will not tolerate harassing or discriminatory behavior as defined by law and/or by college policy, false reports of harassment, or retaliation against persons reporting allegations of harassment or discrimination or cooperating in the investigation of such complaints. The director or other staff as appropriate shall conduct a prompt and thorough investigation per the provisions of POL 5.195.

STATEMENT ON EXPECTATION OF PRIVACY

While the college has neither the resources nor interest to routinely monitor employees' use of college computers, nor what the employee may store in the electronic and physical space the college assigns employees, all employees should be aware that the college has not relinquished its rights to do so. All college-owned or leased facilities, vehicles, offices, workplaces, and physical and electronic storage facilities, including but not limited to desks, lockers, file cabinets, computers, computer networks, voice mail and email systems, and other electronic information storage devices or systems, are the property or domain of Kirtland Community College, and are provided to employees for the college's lawful

business purposes, only. The college reserves the right to access its property or domain and review the contents at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee.

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Office of Human Resources, Room 226, SAC Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 239 or hr@kirtland.edu.

HEALTH AND SAFETY

Your health and safety are of primary concern to the college and your colleagues. Exercise appropriate care to avoid injury, follow safe work practices, and maintain awareness of potentially unsafe conditions. If you become aware of a potential health or life-threatening situation, you have an obligation to ensure that staff responsible for dealing with the situation are notified. Hazardous facilities matters, such as damaged structures, sharp and protruding objects, blocked egress points, exposed wiring, and similar matters are to be reported to maintenance at ext. 350, or to the campus facilities office at ext. 263.

Hostile or threatening utterances or behaviors on the part of an individual are to be reported by filing a BIT Referral form, available on both the college website and MyKirtland Forms Central at: <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC> or to human resources (ext. 239) if by an employee or guest, student services (ext. 248 or 289) if by a student. Contact campus public safety immediately (ext 355) if a threatening individual appears potentially violent. If unsure as to the nature of the threat, contact public safety (ext. 355 or 348), and they will ensure the appropriate notifications are made. If at all possible, do try and speak directly to a person, and do not rely solely on leaving a message. Be aware that if a full-scale emergency breaks out, normal communication systems may become overtaxed and fail. Limit communications to matters of urgent need, follow the appropriate emergency response guidelines, and provide guidance to any students or staff under your responsibility.

EMERGENCY RESPONSE GUIDELINES (Refer to POL 2.200)

Bomb Threat

- If you receive a bomb threat, **keep the person talking** as long as possible
- **Get as much information as possible:** where is the bomb, what type, what will make it explode, etc.
- Record the caller ID and any other characteristics of the call: background noise, accent, etc.
- Do not hang up the phone; use another means to contact public safety (355)
- Do not use cell phones or 2-way radios as these may set off bombs
- If you are told there is a bomb threat, follow shelter in place guidelines for your building, unless otherwise directed by a responsible college official or law enforcement personnel.

Crime in Progress

- **Notify Public Safety** (355). Do not attempt to interfere or apprehend except in self defense
- Do try to get a detailed description of the perpetrator(s) and any vehicle
- Unless threatened, remain on the scene until contact is made with a public safety officer
- Follow the instructions of public safety officers

Dangerous Weather Conditions (extreme winds/tornado)

- When notified of extreme weather conditions, do not leave the building unless instructed to do so
- Evacuate rooms with exterior walls to a supported interior hallway or room on the lowest level
- Take attendance of students or staff under your charge, turn in to designated personnel when released
- Avoid rooms with large roof areas, stay away from windows
- Sit down next to an interior wall, preferably under a sturdy piece of furniture

- If outside, seek shelter
- When directed to evacuate, observe hazards (broken glass, unstable walls and equipment, charged electrical lines) and direct any under your responsibility to avoid them.

Fire

- Notify Public Safety (355).
- If the fire is small and you have the training and proper extinguisher, attempt to put the fire out
- If the fire is beyond the capacity of immediate resources, pull the fire alarm, help anyone out that may need assistance, close any doors on the way out
- Evacuate the building per building guidelines. Current guidelines are to exit the building only if fire or smoke are apparent, or as directed by public safety.
- If possible, **take attendance** of students or staff under your charge, turn in to designated personnel
- In the event of forest fire, follow evacuation guidelines and the instructions of public safety personnel

Hazardous Material Release

- **Vacate the affected area** and seal it off by closing doors; if insufficient to contain the material, activate building alarm, and follow evacuation procedures.
- Do not switch lights or equipment on or off or use cell phone as such can ignite fumes
- As soon as you are clear of area, **contact public safety (355)**; they will communicate with facilities and secure the area. Be as specific as possible about the nature, quantity, and location of the material.
- Anyone contaminated with a hazardous substance should avoid physical contact with others, take recommended first aid and await specialized medical and decontamination response.

Hostile Intruder(s)

In the event of a person(s) causing or immediately threatening serious injury or death

- **Follow the RAIN model** (noted below)
- If not in a classroom or secure office, try to get to one and **lock the door behind you**.
- Otherwise run (in an erratic pattern), hide, play dead, or as last resort, fight back.
- If possible, **contact public safety (355)**
- Turn off lights and audio-visual equipment, **stay away from windows** with sight into hallways
- **Take attendance** of students or staff under your charge, turn in to designated personnel when released
- Faculty should utilize classroom packet and appropriate display of green or red cards
- When directed by public safety personnel, move class or office staff to designated area
- Assist evacuation of handicapped or injured
- **Follow the directions of public safety personnel.** Be aware that in a violent situation you yourself may be required to keep your hands in the air, or be handcuffed until the intruder(s) is identified and neutralized.

Medical Emergency

- **Contact Public Safety (355)**; they will notify any available on-site assistance, call 911 if potentially life-threatening
- **Do not move the person** unless there is substantial danger where they are
- If qualified and they permit, **render first aid**
- **Avoid contact with body fluids**, inform trained responders if you do contact body fluids
- **Remain on site** to guide trained responders to injured person

Psychological Crisis

- If threat exists of immediate harm to themselves or others, **contact Public Safety (355)**
- If speech, writings, or behavior is creating concern of potential harm or hostile workplace or educational environment, file a BIT Referral Form, available on both the college website and MyKirtland Forms Central at: <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC> or contact Human Resources (239) if by employee or guest, Student Services (248 or 289) if by a student. If unsure, any of the above-referenced numbers will take the call.
- **Do not ignore** disturbing speech, writings, or behavior, nor attempt to handle the matter yourself.
- **Notify Public Safety (355)** of any persons acting in a suspicious or irrational manner on campus grounds

Other Emergency Situation

- **Follow the RAIN model** (noted below)
- **Notify Public Safety (355).**
- **Do not ignore** dangerous or disturbing situations

RAIN

Respond - Students and employees under your responsibility need your level-headed guidance

Assess - the situation and act accordingly

Isolate - dangerous situations and individuals

Notify - public safety (355) and any other necessary and appropriate individuals

REQUIRED NOTIFICATIONS

Employees have an affirmative duty to report a breach of confidentiality, harassment or sexual misconduct, a request for disability accommodation, or a credible threat of violence. Reporting may be made by filing a BIT Referral form, available on both the college website and MyKirtland Forms Central at: <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC> or to human resources (ext. 239), or student services (ext. 248 or 289). Sexual misconduct may be reported to any employee of the college. If a threatening individual appears potentially violent, contact campus public safety immediately (ext 355 on main campus, or local authorities at 911). Making a good faith report best serves the individuals affected, supports public safety, and gains both the reporting individual and the college a measure of protection from legal liability, while failure to do so may expose individuals to harm or loss of access, and the knowing employee to legal liability.

BLOODBORNE PATHOGENS

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out and to promote safe work practices in an effort to minimize the

incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the bloodborne pathogens standard, codified as 29 CFR 1910.1030. The purpose of the bloodborne pathogens standard is to “reduce occupational exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other bloodborne pathogens” that employees may encounter in their workplace.

Kirtland believes that there are a number of good general principles that should be followed when working with bloodborne pathogens. These include that:

- It is prudent to minimize all exposure to bloodborne pathogens.
- Risk of exposure to bloodborne pathogens should never be underestimated.
- Our group should institute as many work practices and engineering controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

We have implemented an exposure control plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is twofold:

- To protect our employees from the health hazards associated with bloodborne pathogens.
- To provide appropriate treatment and counseling if an employee is exposed to bloodborne pathogens.

CONTAGIOUS DISEASE

In the event of Pandemic Flu, or other severe contagious disease outbreak, and depending on the nature, severity, and location of the outbreak, the college will act in the approximate order listed below:

1. Prevention and education. Conduct planning operations and periodic exercises
2. Travel advisory, encourage 10 day quarantine if travel has occurred to affected areas
3. Track attendance, intensify prevention and preparation activities, cancel events and work-related travel
4. Send students and staff home who display contagious symptoms
5. Cease on-campus operations, close the college, maintain only essential services and communication
6. When cleared by emergency management office, re-open college, initiate recovery operations

Staff are encouraged to practice good habits of disease prevention: Clean hands often with soap and water or appropriate sanitizer; keep shared equipment clean; cough or sneeze into upper sleeve or cover mouth and nose with tissue, dispose of tissue properly; avoid unnecessary contact with eyes, nose, mouth, and cuts, and obtain appropriate immunizations.

DRUG-FREE WORKPLACE (Refer to POL 5.215)

It is the policy of the college that the manufacture, distribution, dispensation, possession, sale, or use of controlled substances or illegal drugs by any employee of the college is strictly prohibited. This includes being under the influence of controlled substances or illegal drugs while on duty, reporting to duty, on the college campus, or participating in any college activity or while using college owned or leased equipment either on or off the campus.

The college will take reasonable steps to ensure that drug abuse among its employees does not occur in any college-related activity, and the college will comply with applicable laws and administrative regulations mandating maintenance of a drug-free workplace. Refer to POL 5.215 for more information

about this policy.

EMPLOYEE ASSISTANCE PROGRAM (EAP) (Refer to POL 5.405)

The college depends on the physical and psychological health of its employees for its welfare and success. When employee personal problems begin to affect job performance, attendance, work site safety, and/or organizational productivity, then such personal problems become a concern of the college. Specifically, Kirtland recognizes that personal problems of a psychological, family, marital, medical, alcohol/drug use, job maladjustment, financial or legal nature can disrupt an individual employee's personal life and cause difficulties that can impact the employee's ability to do his/her job. Because some of these problems are considered to be treatable problems, employees will not be exempted from the personal obligation to seek diagnostic and appropriate treatment or assistance.

The college acknowledges that an employee will frequently delay or resist getting help for such personal problems because of the fear attached to securing professional assistance. Recognizing this fact, the college has developed an employee assistance program (EAP). Kirtland Community College's EAP provides an employee with the opportunity to secure confidential help for his/her personal problems(s) before unsatisfactory job performance renders him/her unemployable. The program is also available to your family members. EAP does not provide leave privileges or minimize employee work performance. Job performance issues may continue to be addressed by the employer.

HAZARDOUS MATERIALS

All hazardous materials that are received on campus are accompanied by a material safety data sheet in compliance with the Michigan Right-to-Know Law. You may request to see the material safety data sheet at any time by calling the facilities office at ext. 263. This sheet will describe the contents of the material and health side effects. All employees coming in contact with these hazardous materials will be trained to use them and protect themselves from them. Additional information may be obtained from the facilities office

SMOKE-FREE WORKPLACE (Refer to POL 2.140)

Smoking or the use of any tobacco products is prohibited in all leased or owned college facilities, including college vehicles. Smoking or the use of any tobacco products on college grounds may occur only in personal vehicles.

EMPLOYEE WELLNESS

Kirtland Community College encourages all employees to exercise appropriately, eat and drink moderately, refrain from harmful activities, obtain recommended immunizations, and receive regular medical, dental, and vision checkups. The college provides exercise rooms, nutritious offerings in the grill, counseling services, places to walk, and will periodically bring in services such as immunization clinics. Staff is encouraged to form fitness groups and assist each other in attaining fitness goals. Please feel free to direct any questions or suggestions on wellness activities to the Human Resource Office, ext. 239.

OTHER POLICIES AND PRACTICES

DRESS CODE

Employees are expected to maintain a standard of behavior and dress consistent with their place and type of employment. The position supervisor may set and enforce reasonable standards.

EMERGENCY CLOSINGS (Refer to POL 5.125)

When classes are canceled and the college is open, you are expected to report to work. If individual circumstances prevent you from reporting to work on a day when classes are canceled, you must use a business/personal leave day or vacation day.

When classes are canceled and the college is closed, only designated administrators and classified employees are expected to report to work if they are able to do so without undue risk. You will be compensated at your normal and typical daily rate of pay.

If you are a nonexempt employee and are required by your immediate supervisor to report to work when the college is closed, you will be paid straight time for hours worked plus paid time off for the emergency closing at your normal and typical daily rate of pay. Exceptions to this would include any employee who is traveling on college business or who is specifically hired for the purpose of removing snow and ice. Such employees will be paid straight time.

If only a portion of campus is closed, due to circumstances such as localized power failure or short-term building renovations, every attempt will be made to provide a place and means for affected staff to carry out their essential job functions.

Kirtland also has voice notification for emergencies, closures, and class cancellations through the Rave notification system which can be set for your telephone, text messages, or email.

To opt in to receive emergency and college closure text messages:

1. Go to <http://rave.kirtland.edu>
2. Log in with your Employee ID# for your username and myKirtland password as your password.
3. Read through the terms and conditions, check the box to accept them and then click "Submit"
4. In the pink box at the top of the screen click the "Register Phone" button.
5. Enter the 10-digit number and hit "Continue"
6. Select your carrier from the drop-down box and hit "Continue".
7. Rave will send you a text message. In the confirmation code box enter the confirmation number provided in the text message you received and click "Continue".
8. You should see a confirmation message. You should also receive a confirmation text message that you are now enrolled with Rave. Click the "Done" button to complete this process.

PERFORMANCE APPRAISALS (Refer to POL 5.050)

Performance appraisals provide feedback to you on your job performance, enable you and your supervisor to determine your training and development needs, and are used by the college for decisions regarding employee development, promotions, and wage and salary information. Supervisors are encouraged to provide regular performance feedback, both formal and informal.

You may yourself request a formal appraisal at any time, providing at least 30 days has lapsed since the most recent appraisal. A standard format is used for written performance appraisals, which is structured around your assigned job duties, dimensions, and responsibilities as generally indicated in your job description.

PROBATIONARY STATUS - NEW EMPLOYEES (Refer to POL 5.155)

The first six months of employment are considered a probationary period. The purpose of the probationary period is to provide Kirtland with the opportunity to assess your job performance and work habits. Employees on probation are considered to be “at will” status, meaning they may legally be discharged with or without cause or notice at the sole discretion of the college.

Your supervisor will make a recommendation regarding your probationary status to the director of human resources prior to the conclusion of your first six months of employment.

You will be covered by health insurance during your probationary period. On the first day of your employment, you will begin accruing personal business days, sick leave days, and vacation days at the rate specified by board policy. If you are dismissed during or at the end of your probationary period, you are not eligible to receive payment for any accrued sick leave or personal business days.

DISCIPLINE (Refer to POL 5.055)

Summarized below are the Work Rules of the college, and the policies from which they are derived as approved by the Board of Trustees.

POL 2.140- Smoking or use of any tobacco products is prohibited in all leased or owned college facilities and vehicles, and is permitted only in personal vehicles.

POL 2.255- Employees must comply with all state and federal health and safety regulations for worksites

POL 5.005 - Employees are prohibited from using their position with the college for the purpose of advancing the personal interests of themselves or any other party, in a manner contrary to law or college policy;

- Employees shall not use college identification, stationery, or supplies for personal, religious, or political partisan matters;
- College equipment shall not be used for illegal purpose nor for personal and private purposes which are contrary to policy;
- Employees shall not accept entertainment, gifts, personal favors, or preferential treatment that could influence, or reasonably appear to influence, decisions in favor of any person or organization seeking business with or the services of Kirtland Community College;
- Employees shall not represent a personal viewpoint as an official position of the college;
- Employees shall avoid any actual conflict of interest or appearance thereof with clients, vendors, or other parties connected to or involved with the college.

POL 5.055 - Employees may be disciplined for poor job performance and/or conduct, for cause including but not limited to the following:

- Repeated instances of tardiness or other unauthorized absence;
- Unsatisfactory work quality and/or quantity, as documented and shared with the employee;
- Failure to meet job dimension performance standards, as documented and shared with the employee;

- Gross misconduct (including but not limited to theft, fighting, sabotage, falsification of documents, harassment, divulgence of confidential information, or any other just cause);
- Insubordination, generally defined as knowingly and willfully disregarding a lawful directive of a college official;
- Conviction of any felony or misdemeanor if it adversely affects college operations as determined by the college.

POL 5.100 - Employees are obligated to follow college policies and procedures

POL 5.175 - Confidential information may not be inappropriately divulged

POL 5.195 - Unlawful harassment, coercion, intimidation, discrimination, or retaliation is prohibited

POL 5.215 - The unlawful possession, use, being under the influence, manufacture, distribution, or sale of illicit substances by any employee while on college premises, performing college business or as part of any college activity or function is prohibited.

Any employee called into any office for disciplinary action may request and have the presence of a peer, or if a member of a bargaining unit, a bargaining unit representative. Eligible employees who feel they were improperly disciplined may file a grievance (please reference the appropriate contract, or POL 5.425, as applicable). Should discipline be required, it is the intent of the college that it be corrective, private (excepting requested peers or bargaining unit representatives) and conducted with due consideration for the dignity of the individual(s) affected. The standard progression of discipline for non-probationary employees is one of oral warning, written warning, final warning and suspension, and termination. When several different incidents occur, or if any single incident is sufficiently severe, any one or all steps of this procedure may be eliminated and an employee be subject to immediate termination.

TERMINATION (Refer to POL 5.145)

Termination of employment from the college may be voluntary (an employee resigning of his/her own will) or involuntary. The human resources office will be responsible for monitoring termination procedures to ensure thorough, consistent, and equitable treatment in a confidential and dignified manner of all existing employees.

Your last day in active pay status will be your official termination date, whether your termination is voluntary or involuntary. Your last paycheck will be disbursed to your account on the next payday after your termination and will include pay for all hours worked, unused earned vacation in your vacation day bank, and vacation earned on a prorated basis for a partial year of employment. Your official termination date will be used to determine your benefit eligibility.

Voluntary Termination

While according to the policy, all voluntary termination notices must be given fourteen calendar days prior to the date of departure, the college would certainly appreciate as much advance notice as possible so that arrangements for a replacement can be made. Although an employee is only required to give two weeks' notice, Kirtland's hiring process may require a considerably longer period of time to fill a position. If after consultation with the immediate supervisor it becomes apparent that the college would be better served by training a replacement prior to the departure of the current employee, efforts will be made to overlap employment.

Your resignation statement should be put in writing and delivered personally or by certified mail to your

immediate supervisor. Before your last day of work, your supervisor and/or department administrator will meet with you to discuss the reasons for termination and other issues pertaining to your job. You are required to visit the human resource office to turn in your security cards, keys, and equipment. Human resource office personnel will collect all items checked out to you and provide you with information regarding benefits and insurance continuance. An exit interview will be conducted by the director of human resources.

Involuntary Termination

An employee may be involuntarily terminated as a result of disciplinary action, abandonment of position resulting from failing to report to work for three consecutive scheduled work days without making contact with his/her supervisor, or elimination of the employee's position. In the event that an employee's position is eliminated due to reorganization or reduction in work force, efforts will be made to place the employee in another position for which the employee is qualified. If the employee chooses not to accept the new position, the termination will be considered voluntary. If within a reasonable period of time a position cannot be found, the employee may be involuntarily terminated.

Once the employee receives the notice of termination, he/she is required sign off all college computer systems. The human resources office (unless prior arrangements have been made) will provide exit information, coordinate with IT and campus security to maintain security and confidentiality, and arrange for a final paycheck. Either HR, security, or the employee's supervisor will collect security cards, keys, and equipment; the employee is required to vacate the work area immediately after collecting personal belongings.

Continuation of Health Insurance

Terminated employees are entitled to continue their health insurance benefits at their own expense through COBRA. A COBRA notice will be provided during the exit interview or sent by mail to the terminated employee.

GRIEVANCES (Refer to POL 5.425)

It is recognized that misunderstandings and disagreements may arise regarding an employee's terms and conditions of employment. A grievance procedure is provided to facilitate the existing right of non-union college staff to present grievances on matters where it is alleged policies and procedures of the college were not followed or actions were taken which may be contrary to law. Procedures for unionized staff are governed by the appropriate agreement, if established in said agreement.

TRAVEL

If you need to travel for the college or take care of college business away from the college, you are encouraged to use a college-owned vehicle. If one is not available, you may use your own vehicle.

College-Owned Vehicles (Refer to POL 2.025) College-owned vehicles are to be used for college business and travel purposes. All vehicles (except the president's car) will be assigned to the fleet pool, except with written authorization of the president.

An approved list of authorized drivers will be established and maintained by the human resources office. Vehicles will be issued only to those individuals whose names are on the authorized list. To be placed on the authorized drivers list, refer to POL 2.025.

Reimbursement for Use of Private Vehicles (Refer to POL 2.020) If you need to use your own vehicle for college business or to travel for the college, you will be reimbursed for your mileage at a rate per mile (non taxable) as determined by the Internal Revenue Service. The business office will have this rate posted. To be reimbursed, complete an expense report form and submit it to your supervisor for approval. The actual mileage will be computed from your work station or from your home, whichever is less. In case of dispute over distances, official highway mileage will be used.

REDUCTION IN WORK FORCE (POL 5.410)

RECALL OF CLASSIFIED EMPLOYEES (POL 5.415)

Whenever it is necessary to decrease the classified employee work force, the board of trustees, upon the recommendation of the college administration, may place the necessary number of employees on involuntary leave without pay. Affected employees will receive written notice of the involuntary layoff from the director of human resources; effort will be made to notify employees at least sixty days prior to discontinuation of employment.

Names of laid off employees will be kept on a recall list for one year from the effective layoff date. Removal from the recall list following the one year time limit or at the employee's request shall terminate all job rights the employee may have. In addition, should an employee fail to respond to a recall notice within seven calendar days following its receipt or attempted delivery, his/her name will be removed from the recall list and he/she will cease to have any job rights with the college.

In the event previously discontinued positions are reopened and/or new positions are created, the administration will give first consideration to laid off employees on the recall list but reserves the right to fill such positions with individuals who will best meet the personnel needs of the college.

OTHER INFORMATION

ACCOUNTING OFFICE

The accounting office can assist you with budgetary issues and are responsible for processing payroll (ext. 244) and purchase orders (ext. 337).

BOOKSTORE

The bookstore is located in the Health Sciences Center and is open every day, Monday through Friday. They carry and can obtain textbooks, reference books, office supplies and equipment, fiction and non-fiction paperback books, magazines, candy, clothing, health supplies, etc.

BORROWING EQUIPMENT

Under certain circumstances college equipment may be available for your use at home. Audio-visual equipment and laptop computers may be available through the Library.

CHANGE OF CONTACT INFORMATION

Report all changes of address, telephone numbers, or personal emails in writing to the human resources office, hr@kirtland.edu.

COMPUTER AND TECHNICAL SUPPORT

The Information Technology Services (ITS) Department provides skilled support personnel to assist with computer and equipment-related problems. For most issues, either email its@kirtland.edu or go to <http://www.kirtland.edu/its> on the Kirtland website and submit a Help Request Form. For urgent issues, contact ext. 499 for assistance.

COSMETOLOGY

The students in the cosmetology program offer haircuts, perms, manicures, etc., at reduced rates. The lab is located in the career technology center on the Roscommon site. These services are available when classes are scheduled. You may call the cosmetology lab at ext. 274 for an appointment.

EXERCISE ROOMS

The college provides quipped exercise rooms on the Roscommon Site (SAC 114) and Grayling (HSC 1301) available for employee use when not scheduled for a class, criminal justice training, or by the athletic department. Employee keys provide access to these rooms. Spouses are permitted, as are students while supervised by employees.

FACILITIES

The Facilities Department is responsible for maintenance and repair of all buildings, grounds, and utilities. To request non-emergency services from the facilities department, use the online delivery system, "School Dude" (a link can be found under forms central). If you have questions, or in the event of non-life-threatening emergencies (plugged toilet, stuck door, etc.) contact ext. 263, or 350 outside of regular business hours.

FIRING RANGE

The college firing range is open to public use at scheduled times for a daily or annual fee. View the Kirtland website at <http://www.kirtland.edu/firing-range> or call ext. 348 for fees, availability, and

events.

GRILL

The Kirtland Grill, which is located in the Health Sciences Center, is open Monday through Friday for your convenience. A variety of hot and cold food, snacks, and beverages is available, and catering is an option. A cafeteria card is available for purchase at a ten percent discount.

HUMAN RESOURCES OFFICE

The human resource office is located in the administration building on the Roscommon site. Any questions regarding the contents of this handbook or your employment at Kirtland should be directed to this office, ext. 239 or hr@kirtland.edu.

LIBRARY

Kirtland's library has facilities on the Roscommon and Grayling Sties, and is available to all employees and students and the general public. The Roscommon site is open Monday through Friday, contact ext. 246 or 1246 for availability of the Grayling location.

MAIL ROOM

The college mail room is located on the Roscommon site in the Printshop, ext. 227. The college has a bulk mail permit, so contact this office for guidelines prior to a large mailing. Personal mail is accepted, so long as postage is covered by the sender. Ask your supervisor or office colleagues about mail procedures for your area.

PRINTSHOP

The college operates a printshop on the Roscommon site for bulk printing and custom signage. Contact ext. 243 for available services.

PUBLIC SAFETY DEPARTMENT

Your personal safety and security while on campus are the primary concerns of the department of public safety whose goal is to ensure a safe environment in which all of the campus community members can work and learn. In order to attain this goal, your cooperation is needed. Members of the campus community must take responsibility for the safety and security of themselves, their neighbors, and their belongings.

The department of public safety is located in the administration center on the Roscommon site, with offices at the Grayling site. For routine matters they may be reached on ext. 348 (Roscommon) or 1432 (Grayling). If no answer or there is an emergency, dial ext. 355 (if for some reason there is no response and there is a life-threatening emergency, call 911). Regular public safety services include:

- providing after dark escort service from the buildings to your vehicle.
- responding to criminal behavior complaints or other emergencies.
- offering workshops/seminars on drug/alcohol awareness, rape prevention, use of weapons, etc.
- addressing parking and traffic violations.
- providing vehicle emergency assistance (keys locked inside vehicles, jump-starting vehicles, etc.).

SPECIAL NEEDS

Kirtland offers reasonable accommodations for employees with temporary or permanent disabilities, including parking, mobility assistance, and other aid as may be appropriate. Please contact the Human Resources Office at ext. 239 or hr@kirtland.edu with questions or requests.