



*Non-Faculty*

*Employee  
Handbook*

*September 1, 2007*

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*Calumet College of St. Joseph*

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*Dear Employee,*

*Welcome to Calumet College of St. Joseph! We are pleased to have you as member of our college family to help us achieve our mission.*

*At Calumet College of St. Joseph, we believe that our employees are our strongest asset. You are the single most important ingredient in our continuing success and we want to do everything in our power to help you be successful.*

*Our goal is to provide a quality liberal arts based education through the provision of a variety of academic and professional programs. Each of us has a role to play in the college organization, so every employee is very important.*

*We hope you will find this handbook helpful. As the need arises, it will be updated and/or modified so that it is both current as well as consistent with applicable law. We are always interested in suggestions regarding improvement, so please let us know your opinion.*

*Best wishes for a successful experience at Calumet College of St. Joseph.*

*Sincerely,*

*Dennis C. Rittenmeyer  
President*

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## *Calumet College of St. Joseph*

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### ***Overview***

This Employee Handbook, effective September 1, 2007, is intended to supersede and replace all previous employee handbooks, manuals and policy statements, whether oral or written, issued by Calumet College of St. Joseph.

This Handbook is not a contract or an offer to form a contract, and is not intended to create any binding contractual commitments, express or implied, between the College and any of its employees. The College, and its employees, retain the mutual right to terminate the employment relationship at-will. **At-will** indicates that both employees and the College have the right to terminate the employment relationship, with or without warning, notice, or cause. However, any termination decision, as well as hiring decision, requires the approval of the President following a review of the facts and circumstances. Further, the College retains the right to unilaterally modify, interpret, or discontinue any of the policies or procedures set forth in the Handbook. As changes or modifications occur, you will be provided with appropriate replacement pages for insertion within your Employee Handbook.

The benefits and policies discussed in this Handbook are presented in summary form, are not all inclusive, and cover only some of the questions on subjects about which employees are concerned.

No one other than the President has any authority to alter the at-will nature of the employment relationship or to enter into any agreement for employment or benefits for any specific period of time, or to make any agreement contrary to the foregoing. Any such agreement, even if by the President, will be binding on the College only if it is set forth in an individualized, written employment agreement signed by the President and the employee.

This Handbook has been prepared to promote and maintain an atmosphere of harmony, cooperation, and understanding among all employees. It is intended to familiarize employees with the methods and operations of our personnel policies and practices. It is our sincere conviction that the best and most rewarding employee-management system results from a direct relationship between management and employees. You are encouraged, therefore, to bring any questions or problems to your supervisor or manager; management, in turn, promises to listen to your concerns with respect and to do its best to address your questions or problems. In the event your supervisor or manager is unable to resolve the problems at hand, he/she will address the issue to the Director, Human Resources and/or the President, and then your supervisor or manager will subsequently provide feedback or the resolution to you.

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### *History of Calumet College of St. Joseph*

Calumet College of St. Joseph grew from humble origins. In 1951, St. Joseph's College of Ressler, Indiana, opened an extension in Lake County, Indiana known as the Calumet Center. Most of the courses were conducted in borrowed classrooms provided by Bishop Noll Institute in Hammond and Saint John the Baptist Church in Whiting. In 1960, the Board of Control authorized the expansion of this two-year extension into a full four-year degree-granting College. The institution thus became the first College in the Calumet Region to offer a baccalaureate degree. At that time, St. Joseph's College Calumet Campus moved into its new home, a former furniture store in East Chicago. For the next three years, classes and administrative work were conducted in this building. The facility continued to serve in this capacity for fifteen years, later being officially referred to as the Administration Building.

The East Chicago campus continued to grow throughout the 1960's. Buildings were donated or acquired on Indianapolis Boulevard and Olcott Avenue to provide classroom and office space, a library, laboratories, a theater, a communications center and student recreational facilities.

In the summer of 1971, the College was renamed St. Joseph Calumet College. It was officially separated from St. Joseph's College on November 15, 1973, when Articles of Incorporation were filed with the State of Indiana. On December 31, 1973, the American Oil Company (Amoco) deeded its research and development facilities and 256 acres of land to Calumet College. The College moved into its new facilities in January, 1976.

The building underwent an initial two million dollar renovation. That, and ongoing improvement projects since, have resulted in an easily accessible chapel and art gallery, including ramps and other facilities to aid the mobility of the handicapped. A remodeled bookstore, science laboratory, state-of-the-art computer labs and conference rooms for classes, public meetings and teleconferences are all part of the services offered by Calumet College of St. Joseph.

These facilities serve more than 1,300 students during a given semester. Library capacity has increased from 80,000 volumes to 120,000. Parking is ample and free.

Years before it was fashionable, the College offered programs that were both practical and diverse encompassing four-year baccalaureate degrees, two-year associate degrees and one-year certificates.

The College has pledged to eliminate time and space barriers which would limit the educational opportunity available to the area's citizens. Thus, it offers weekend classes, a credit for Life Experience Program, course offerings at different sites in Northwest Indiana, and video-assisted instruction (telecourse) – the first program of its kind ever to be offered in Northwest Indiana.

Perhaps the most successful example of innovation is the Degree Completion Program. This project began in the late 1980's and is now flourishing in communities throughout

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Northwest Indiana and Illinois. Adults with two years of college attend class one night a week at a location near their home or work and earn a B. S. degree in Organization Management and Law Enforcement in only 57 weeks, plus Healthcare Management.

Calumet College of St. Joseph has served as many as 1750 students in a semester which includes one of the largest percentages of minority students of any independent college in Indiana. More than 50 percent of the students in baccalaureate and associate degree programs are of African American or Hispanic descent.

The institution was known as Calumet College from 1973 through 1986. Then, in 1987, it was renamed Calumet College of St. Joseph to re-identify its Catholic and academic heritage.

Increasingly over the years, the College has looked for more effective ways to be of service to its students. In 1991, administrative restructuring resulted in the merger of the Offices of Admissions, Financial Aid, Registrar, Academic Advising, Career Services, Counseling, and into a newly formed division of Student Affairs. This consolidation of all students' services into one division provided closer planning and coordination of activities leading not only to the admission of new students but also the retention of current students as they progress to graduation.

The college's over 7,000 alumni -- most of whom continue to live, work and raise their families in the area -- are ample evidence of the importance of the College to the economic, social and spiritual life of our multi-ethnic and multi-racial urban community. Calumet College of St. Joseph, which celebrated its 50th anniversary in 2001, is now poised to begin a new era of growth and service to the Calumet Region.

**MISSION STATEMENTS**

***C.P.P.S. Mission Statement***

We, the Cincinnati Province of the Missionaries of the Precious Blood, are an apostolic community founded in 1815 by Saint Gaspar del Buffalo. We are united by a bond of charity and rooted in the Spirituality of the Blood of Jesus.

We are called to participate in the on-going renewal of the Church and the realization of the Presence of God among ourselves and the people we serve. In our willingness to be flexible and responsive to changing needs, we fulfill our mission through:

- Supporting and nurturing one another
- Embracing a life of prayer
- Calling forth the gifts of the laity
  - and working in collaboration with them
- Preaching and witnessing to the word
  - of God
- Promoting conversion and reconciliation
- Pursuing justice ever mindful of the poor and
  - marginalized

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### ***College Mission***

Calumet College of St. Joseph is a degree-granting, Catholic institution of higher education sponsored by the Missionaries of the Precious Blood (C.P.P.S.). The college prepares graduates for careers and graduate school with academic and professional programs based on a strong foundation in the liberal arts and sciences. These programs are designed to empower graduates to improve their lives and the lives of their families. In an academically challenging and flexible environment dedicated to student learning, the college acknowledges and respects the dignity and worth of each individual. Serving a richly diverse student population, the College encourages differing views, fosters personal growth, and promotes the formation of spiritual, moral, and ethical values in support of social justice and personal responsibility.

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### ***Accreditation***

Calumet College of St. Joseph is accredited by the North Central Association of Colleges and Secondary Schools; is approved by the State of Indiana Professional Standards Board and the Illinois Department of Public Instruction for the training of elementary and secondary teachers; and holds membership in a number of state, regional and national education and professional associations including the Independent Colleges of Indiana, Indiana Conference of Higher Education, and the National Catholic Education Association.

**SECTION 1: GENERAL POLICIES**

***Equal Employment Opportunity***

Calumet College of St. Joseph is committed to a policy of equal employment opportunity to all qualified persons without regard to age, ancestry, color, creed, disability, marital status, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, national origin, pregnancy or childbirth, race, sex, or sexual orientation. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. It is our intent and desire that equal employment opportunity will be provided in all activities related to recruiting, hiring, transfers, promotions, discipline, compensation, benefits, training, College-sponsored social and recreational programs, and all other privileges, terms, and conditions of employment.

The administration of the College has recognized the need to adopt, implement and periodically evaluate its Affirmative Action Program consisting of goal statements and specific procedures to remain uniform in the application of the intent of the Program.

Every employee of Calumet College of St. Joseph is, as a condition of employment, expected to avoid bias or prejudice in the workplace. Calumet College of St. Joseph expects all employees to support its endeavors to maintain a workplace free of discrimination.

Any employee or job applicant who feels that he/she has been subjected to discrimination by employees, officers, or agents of the College is to report the incident of complaint to his/her immediate supervisor and the Director, Human Resources. In the event such reporting is not possible, the employee may report the incident to the Vice President, Business and Finance, who will investigate the incident and attempt to resolve the matter. All complaints will be held in strict confidence.

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***Americans with Disabilities Act***

Title I of the Americans with Disabilities Act (ADA) prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability. The ADA requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

In accordance with the provisions of the ADA, Calumet College of St. Joseph will, upon request and evaluation of the facts and circumstances, make reasonable accommodations to otherwise qualified individuals with disabilities who are able to perform the essential functions of the employment position the individual holds or desires to hold, so long as doing so will not cause an undue hardship to the College.

To comply with the employment provisions of the ADA, Calumet College of St. Joseph will, upon a request for reasonable accommodation, identify the essential functions of a job, determine whether a person with a disability, (with or without accommodation) is qualified to perform the essential functions, and determine whether a reasonable accommodation can be made for a qualified individual.

Reasonable accommodations may take many forms, so long as they do not cause an undue hardship to the College. A reasonable accommodation does not have to be the specific accommodation requested by the employee, but rather can be an accommodation that is appropriate and reasonable as determined by College after a review of the facts and circumstances.

Employee requests for accommodation should be directed to the Director, Human Resources who, in coordination with Senior Management and legal counsel, as appropriate, will review the unique facts and circumstances of the case prior to rendering a decision.

Calumet College of St. Joseph will keep all requests for accommodation and related information confidential, sharing such information on a "need-to-know" basis only.

### ***Harassment Free Environment***

Calumet College of St. Joseph is committed to providing a workplace environment that is free of all forms of unlawful harassment including sexual, racial, ethnic, or religious harassment, or behavior of any kind that could be considered offensive, hostile, intimidating, threatening or demeaning by ***a reasonable person*** (not just the person to whom the behavior is directed). Such behavior undermines the integrity of the employment relationship and is inconsistent with the philosophy of the College and with sound management practice. ***This policy prohibits harassment in any form, including verbal, physical, and visual. No sexual, racial, or ethnic slurs will be tolerated.***

**Examples** of behavior that a reasonable person might consider offensive, demeaning, hostile, intimidating and/or threatening, and; consequently, is prohibited by Calumet College of St. Joseph policy include, but are not limited to:

- slurs and/or any other offensive remarks and/or jokes (including jokes referencing height, weight, physical attributes, etc.);
- written and/or graphic material that targets an individual and/or group of individuals;
- verbal attacks, threats, and/or intimidation;
- physically threatening, intimidating, demeaning, and/or hostile behaviors such as hitting, poking, obscene gestures, invading another's space, etc.;
- leering, grabbing, rubbing, feeling, looking a person up and down, winking, etc.;
- cat-calls, whistles, making kissing sounds, etc. at another person;
- unwelcome sexual advances;
- requests for sexual favors;
- any other verbal and/or physical conduct of a sexual nature;
- any socially offensive behavior

Any incident of discrimination or harassment is to be reported immediately, by the party "targeted" or offended, to his/her supervisor or manager. If for some reason an employee is uncomfortable with reporting to his/her supervisor, then notification should be made to the Director, Human Resources. In all cases, reasonable measures will be taken to protect all employees from any retaliatory harassment or abusive behavior by other employees, vendors, suppliers, or clients.

All complaints will be investigated promptly. Employee conduct which is deemed to be discrimination or harassment against other employees, vendors, suppliers, or students is illegal and will result in corrective disciplinary action, including possible discharge.

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***Immigration and Reform Control Act***

It is the policy of Calumet College of St. Joseph to employ only United States citizens and aliens who are authorized to work in the United States. Calumet College of St. Joseph does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are re-hired must also complete an I-9 with Calumet College of St. Joseph when: their period of separation has been greater than three years or if their previous I-9 is no longer retained or valid.

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***Reference and Credit Checks***

Calumet College of St. Joseph reserves the right to conduct criminal background/reference checks on new employees as a condition of employment.

For certain positions the College may obtain educational verification, a credit check, and/or a report on the employee's driving record from the Department of Motor Vehicles.

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***Privacy Statement***

Calumet College of St. Joseph is committed to protecting the privacy of its employees by prohibiting the release of personal information by any individual other than a representative of the Human Resources Department; and then, only limited information and in very limited situations. More common examples may include employment verifications and earnings verifications related to employees' mortgage applications.

Pursuant to the Health Insurance Portability and Accountability Act (HIPAA), access to employees' protected health information is limited to a designated group within the Human Resources Department strictly on a need-to-know basis. Such information is not accessible to managers or other employees as it cannot, and will not, be considered in making employment-related decisions. This information is kept in separate and confidential files maintained by the Human Resources Department.

Any issues or concerns related to employee privacy are to be brought to the attention of the Human Resources Department.

***Workplace Searches***

Employees should have no expectation of privacy in their workplaces. With probable cause, Calumet College of St. Joseph may, at its sole discretion, conduct, without prior notice, searches of employee workstations, computer hard drives, e-mail records, as well as personal items or property in bags and boxes in the interest of protecting confidential or proprietary information, College property and to preserve the health and safety of all employees.

An employee's refusal to cooperate in such a search, inspection, or investigation may result in disciplinary action.

## **SECTION 2: EMPLOYMENT**

### ***Recruitment and Selection Process***

#### **Position Openings:**

There are two ways a position might become open. First, an existing position has been vacated and, second, a new/additional position is needed. Prior to recruiting, the hiring manager is responsible for reviewing the need for the position and for writing a new job description or review and update the existing job description as necessary.

#### **Approval Process:**

The hiring manager completes a Requisition for Personnel Form, which is available in the Human Resources Department, and attaches the new or up-dated position description. After completing and signing the form, the hiring manager then obtains the approval of the appropriate Vice President, who in turn, obtains the approval of the President. It should be noted that in providing the new or up-dated position description, the hiring manager should reference any special requirements that are needed for the position. The hiring manager turns this information into the HR Department. The HR Department uses this form and information, along with the Position Description, to guide and coordinate the recruiting process (internal and external candidates).

#### **Promotion/Transfer:**

There are times when an opening occurs that someone within the Department might have the credentials/qualifications to fill the opening. The appropriate Vice President is responsible for assessing the feasibility of promoting someone internally (from within his/her areas of responsibility) into the open position prior to posting the opening or recruiting.

#### **Recruiting for Open Positions:**

Most open positions are to be posted internally on the bulletin boards in Career Services and in the Information Center. Only the President, at his discretion, may elect to not post an open position. Current employees are eligible to apply for a posted position by completing an Application for Posted Position Form, which is available in the Human Resources Department, **if** the employee has completed at least one (1) year of service in his/her current position, have no documented disciplinary actions within the past twelve (12) months, and meet the qualifications established for the position.

At the same time that the position is being internally posted, the position may be advertised for the purpose of eliciting external candidates for consideration.

**Selection of Potential Candidates for Open Positions:**

The Human Resources Department sorts through all of the responses. Each is pre-screened to ensure the candidates meet the minimum requirements for the position; the education/training, employment history and salary requirements are reviewed. If there are any clarifying questions that need to be asked, Human Resources will contact the candidate to obtain that information. Human Resources ensures that an Employment Application is completed and coordinates the scheduling of interviews with the hiring manager of those candidates most qualified.

**Interview with Hiring Manager:**

The Human Resources Department provides the hiring manager with copies of the candidates' resume and completed Employment Application. The hiring manager will conduct an interview to determine if the applicant possesses the knowledge, skills, and abilities necessary to be successful in the position, if they possess the interest and motivation to succeed, and if there is a good fit with the values, style and chemistry within the workplace environment. The hiring manager is encouraged to involve others within the Department in the interviewing process.

**Determining the Job Offer:**

The hiring manager, in conjunction with the appropriate Vice President, will make the decision as to who is to be offered the position and discusses it with the Human Resources Department. The pay rate for all positions requires pre-approval by the President and/or Vice President, Business and Finance.

**Making the Offer:**

Most frequently, the Human Resources Department extends the job offer to candidates and prepares and sends a confirming offer letter to the candidate for review and to sign and return to confirm acceptance. Once the position has been filled, the Human Resources Department will provide a letter of notification that the position has been filled to all other candidates that were interviewed.

***Employee Directed Requests for Promotion or Transfer***

The College's policy is to promote from within whenever possible. The College makes every effort to promote the most capable and experienced individual based on demonstrated ability to assume greater responsibility. At the same time, the College may need to recruit and hire outside the College to attract the most qualified individual for a particular opening.

Notices of position and promotion opportunities are posted in the Information Center and the Career Services Office. Interested employees should notify and consult with their supervisors.

Requests for transfer within the College should be discussed first with the supervisor. Full consideration will be given to transfer requests considering the employee's development, interests and convenience, but the transfer will be made only in situations which are mutually beneficial to both the employee and the College.

### ***Employment Classifications***

Employment classifications are used throughout this Handbook for purposes of salary administration and eligibility for various Calumet College of St. Joseph benefits. For purposes of salary administration and eligibility for overtime payment and employee benefits, Calumet College of St. Joseph classifies its employees and other workers as follows:

#### **Full-time employees**

College full time employees are hired to work a standard workweek of thirty-five (35) hours per week on a regular basis. Such employees may be “exempt” or “nonexempt” as defined below.

#### **Part-time employees**

College part time employees are hired to work no more that twenty-five (25) hours per week on average; not to exceed thirty-five (35) hours per week. Such employees may be “exempt” or “nonexempt” as defined below.

#### **Temporary employee**

A temporary employee is an employee hired to work on either a full-time or part-time basis for a specified length of time. Temporary employees understand that their employment will be terminated no later than upon the completion of a specific assignment. A temporary employee may be offered and may accept a new temporary assignment with the College and thus still retain temporary status. However, under no circumstance should a temporary employee be in an assignment(s) longer than twenty-six (26) weeks in a given twelve (12) month period. Examples of temporary employees might be those that work for the summer or that are on special assignment for a particular project. Such employees may be “exempt” or “nonexempt” as defined below.

#### **Exempt employees**

Executives, professional employees, and certain employees in administrative positions are typically exempt. These employees do not receive overtime payment, in accordance with the Fair Labor Standards Act (FLSA), for work performed beyond forty (40) hours in a work week. Exempt employees are paid on a salary basis which means they receive a pre-determined amount, not subject to reduction for the quality or quantity of work performed.

#### **Non-exempt employees**

Employees who are paid on an hourly basis and are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular hourly rate of pay for all hours worked beyond forty (40). Holidays, vacation days, or sick days are not considered in “hours worked” for overtime pay.

***Reduction in Work Force***

Reduction in work force is a period of inactivity considered to be permanent in nature. Staff benefits are handled as follows:

1. The College will continue to provide insurance coverage in effect at that time for the individual until the end of the month in which the employee leaves employment. After that period, the employee will be given notice and may continue coverage by making arrangements in the Human Resources Office to pay the appropriate premiums.
2. Credit for continuous employment (except credit for retirement benefits) will be given if the employee is subsequently re-employed by the College within twelve (12) months.

The College provides income protection due to layoffs and reduction in force through the Indiana Employment Security Division (unemployment compensation). To qualify for unemployment benefits, the employee must file a claim with the local office of the Employment Security Division and meet the state eligibility requirements.

***Employment of Relatives***

The College does not prohibit the hiring of relatives of employees provided such persons meet regular college employment standards.

College employees cannot have administrative supervision over another employee if they are related as father, mother, brother, sister, uncle, aunt, husband, wife, son daughter, niece, nephews, grandparents, or person related by marriage.

If, however, an employee has been employed in the same job at least twelve (12) consecutive months at the time another family member is hired into a job that he/she has administrative supervision over, the employee may continue in his/her job if it is determined to be in the College's best interest.

Exceptions to this policy may be made only by the President. The conditions, if any, accompanying exceptions must be made in writing.

***Conflict of Interest***

A conflict of interest occurs when an employee's outside employment competes with the College's financial interests, resulting in a personal gain for the employee or an improper advantage to associates.

Employees should be alert to the possible effects of outside remunerative employment on their obligations to the College. However, if an employee has doubts about whether or not such employment may involve a conflict of interest, he/she is expected to consult with his/her supervisor. When the employment may appear to conflict with College's financial interest, the supervisor is expected to inform the employee of the possibility. Subsequently, if the employee's activity does give the appearance of conflict with the College's financial interest, then the following steps should be taken:

1. The supervisor should provide the employee with evidence that a violation has (or apparently has) occurred. If the parties cannot agree on a resolution, then the evidence will be provided to the Director, Human Resources for review.
2. The appropriate vice president will seek an informal resolution which is acceptable to both parties, and failing resolution may seek to resolve the problem through the progressive disciplinary procedures.
3. The employee will not be prohibited from participating in the outside remunerative activity until a final decision has been rendered.

***Working Schedules***

The staffing requirement of each department is based upon the service provided. Supervisors determine the work assignments, schedule of hours to work, meal time, and days off, based upon the needs of the department. However, if certain conditions require changes in the work schedules, supervisors will inform employees as far in advance as possible.

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***Meal Period***

**Meal Period**

Calumet College of St. Joseph employees receive an unpaid lunch period.

Employees must take a one (1) hour lunch period when they are scheduled to work a daily standard schedule of eight (8) hours. The lunch period is a deductible unpaid one (1) hour from the daily standard schedule of eight (8) hours. Typical lunch periods are scheduled at the discretion of management and are normally scheduled between 11:00 am and 2:00 pm. All employees are expected to follow the lunch schedules and guidelines for their departments. This time, if not taken, cannot be considered as “paid work time” or “make-up” time for absenteeism or tardiness.

***Performance Management***

The College has adopted a philosophy of Performance Management to help supervisors and managers communicate with employees regarding their role in achieving organizational and personal goals. This process is intended to engage each employee in the planning, feedback, development, and analysis aspects of job performance in a dynamic and collaborative manner and it is oriented towards growth and development of staff rather than reward and punishment.

Through this process, employees will have a clear understanding of their performance goals and performance expectations. On-going and periodic discussions and feedback will facilitate keeping a strong focus on attainment of performance goals and objectives as well as support the strengthening of individual skills and personal development goals of our employees.

An annual Performance Management Report will be completed (both by the employee and by his/her supervisor/manager) to formally document individual performance achievements. This annual Performance Management Report will be maintained within the employee's Personnel File.

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***Personnel Files***

**Access to Personnel Records**

Calumet College of St. Joseph maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the College, such as employment application, performance review forms, and disciplinary action notices.

**Review or copies:**

Employees may review their personnel file in accordance with applicable state and federal laws. Employees interested in reviewing their personnel file or obtaining a copy of their personnel file must contact the Human Resources Department to schedule an appointment. All requests for reviewing or requesting copies of employee personnel files must be submitted in writing. Former employees may request the same for a period up to one year following the last day of employment.

**Update files:**

To ensure that personnel files are up-to-date at all times, employees are to notify their manager and the Human Resources Department of any changes in his/her name, telephone number, home address, marital status, number of dependents, beneficiary designation, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

**Pre-employment**

The person responsible for searching for a new employee will develop and maintain files of all applicants. The files of recommended applicants, which are given to the appropriate administrator, must include all application forms, correspondence, references, the applicant's academic transcripts, and/or other appropriate documentation.

**Information release/verification**

Information in the personnel file is considered confidential and may be released only with the prior written authorization of the employee.

**SECTION 3: EMPLOYEE RESPONSIBILITIES**

***Absenteeism & Tardiness***

The good reputation of the College is largely attributable to the work of its staff which is committed to providing a high level of service regularly, dependably, and faithfully. Absence from work places additional responsibilities on supervisors and other employees to provide a continuous level of service. Accordingly, regular attendance and punctuality in reporting to work (as well as timely returning from lunch) are expected performance criteria for all employees. Excessive absences or tardiness (whether excused or unexcused) may be cause for disciplinary action and could result in termination. Absences resulting from College-approved leaves are not subjected to disciplinary action.

**Absence**

An employee is considered absent if he/she is not present for work as scheduled, regardless of cause. Each employee is responsible for personally notifying his/her supervisor as early as possible of absences or late arrivals each day of the absence or lateness.

**Tardiness**

An employee who will be more than a ½ hour late for his/her scheduled start time must personally contact his/her supervisor as soon as possible to advise him/her of the circumstances and anticipated time of arrival.

**Absence for 3 Consecutive Workdays with No Notification**

If the employee is absent without notification to a supervisor for three (3) consecutive workdays, the employee will be considered to have abandoned his/her position and will be considered a voluntary resignation.

**Workplace Attire**

Employees are expected to project a professional image in their dress, personal hygiene and grooming at all times while on College premises or while conducting business off campus.

Attire is expected to be job appropriate and safe while working. Therefore, attire may vary from department to department. The employee's supervisor will determine the appropriateness of attire, communicate and monitor the department's standards, and take appropriate action to assure compliance.

**Workplace Attire-Office Setting**

Some examples of appropriate business attire for employees who perform their job function in an office setting are:

Business suit, pant suit, dress, vest, dress shirt, dress blouse, dress shoes, dress skirts, blazer, sport coat, dress pants, dress slacks, sweater, sweater set, sweater vest, necktie, scarf, etc.

Casual business attire may be authorized by a department's supervisor. Some examples of appropriate casual business attire are:

Polo shirt, sport shirt with collar, khaki or Chino pants, sweater, sweater set, sweater vest, blazer, sport coat, khaki or Chino skirts, etc.

**Workplace Attire - Non-office Setting**

Employees working in non-office setting areas will be expected to wear job appropriate apparel deemed acceptable by management.

**Inappropriate Workplace Attire – Office & Non-office Setting**

Examples of inappropriate workplace attire for any employee are: jeans, jogging suits, spandex pants, shorts, crop tops, sundresses, distracting or revealing clothing, bare midriffs, sweatpants, sweatshirts, halter tops, tee-shirts, casual shoe styles commonly worn for sports or other outdoor activities such as athletic shoes, flip-flops, sneakers, etc.

An employee may be sent home to change clothes when the employee is dressed inappropriately for work. Repeated infractions may result in corrective disciplinary action up to and including termination of employment.

***Photocopying – Copyright***

Employees using the College's reproduction and copying facilities to produce previously published material are fully responsible for certifying that such reproduction does not violate provisions of the Federal Copyright Act and/or the "fair-use doctrine".

***Human Subjects Policy***

The College requires that all administrative projects (e.g., questionnaires, surveys, etc.) and research involving human subjects be referred to the Vice President, Academic Affairs for review under direction of the Institutional Review Board.

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***Hazardous Materials Use/Waste***

The College requires that all projects involving biohazards and/or radioactive materials be approved for usage and safety procedures by the Vice President, Business and Finance.

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***Care, Use and Maintenance of College Property***

**Use of College Facilities**

Administrators and staff desiring to reserve classrooms for special purposes should make arrangements with the Vice President, Academic and Student Affairs Administrative Assistant. To reserve any of the conference rooms, arrangements must be made through Catering and Rentals.

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**Use of College Equipment Off Campus**

Use of College equipment or vehicles off campus requires the written approval of the immediate supervisor and Vice President, Business and Finance. If the equipment or vehicle is damaged, lost or stolen, the employee may be held responsible for replacement.

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**Mail**

Mail service is provided in the Information Center for internal and external mail. Outgoing business mail must be metered in the Information Center and indicate sender's name or department. Personal mail should be stamped (stamps may be purchased in the Bookstore). Use of the postage meter for personal mail is prohibited. Internal communications may be distributed by placing the correspondence into the receiver's assigned mail bin.

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### **Use of College Letterhead/Logo**

College stationary is to be used only for official correspondence. The College prohibits the use of its stationary and or name in the following circumstances:

- any advertisement or commercial endorsement;
- any correspondence or report done in personal outside work; or
- any external consulting.

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**Graphic Standards**

The Director of Advertising/Webmaster has responsibility for preparing promotional pamphlets and brochures. Administrators and staff preparing brochures and other promotional material should consult with the Advertising/Webmaster Office for editorial assistance and for College-appropriate graphic standards.

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### **Computer Use**

#### **Introduction**

Computer use is an essential part of many of the college's activities. This document includes the College-wide policy for management of computer data networks and the resources they make available as well as for stand-alone computers that are owned and administered by Calumet College of St. Joseph. It also reflects the general ethical principles of the College community and indicates what privileges and responsibilities are characteristic of the College computing environment. The Computer Services Department has the responsibility for providing and maintaining all college computing tools. General policies regarding resources provided by the College are provided below.

#### **Mission and Purpose**

Use of College computing resources is for purposes related to the College's mission of education. All classes of users (faculty, staff and students) may use computing resources only for purposes related to their studies, their instruction, the discharges of their duties as employees, their official business with the College and their College-sanctioned activities. Commercial use for personal gain is prohibited.

#### **Censorship**

Free expression of ideas is central to the academic process. The computer system administrator will not remove any information from individual accounts or from electronic bulletin boards maintained on them unless the administrator finds that:

- the presence of the information involves illegality (e.g. copyrighted material, software in violation of a license agreement);
- the information in some way endangers computing resources or the information of other users (e.g. a computer worm, virus or other destructive program); or
- the information is inappropriate, due to the unrelated nature or inconsistency with the College mission, involves the use of obscene, bigoted or abusive language or images, or it otherwise is not in compliance with legal and ethical usage listed below.

#### **Confidentiality**

Information maintained and/or stored on Calumet College of St. Joseph computers will not be considered confidential unless the owner receives formal written approval from the College President.

Requests for disclosure of confidential information will be reviewed by the administrator of the computer system involved. Such requests will be honored only when approved by College officials or when required by State or Federal law. Except when inappropriate, computer users will receive prior notice of such disclosure.

On the computer network every user is assigned an individual account(s), which is for the exclusive use of the owner. Electronic mail messages (e-mail) transmitted to other users

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should always identify the sender. Obscenities should not be transmitted. The College does reserve the right to inspect, copy and store the contents of electronic mail messages at any time. However, it will do so only to prevent or correct improper use, satisfy a legal obligation or insure proper use of the electronic mail facilities.

### **Facilitative Usage**

College computing resources users can facilitate computing in many ways. Collegiality demands the practice of facilitative computing, which includes:

- regular deletion of unneeded files from one's accounts on central machines;
- refrain from overuse of connect time, information storage space, printing facilities or processing capacity;
- refrain from overuse of interactive network facilities; and
- refrain from unauthorized or unlicensed use of personal software.

### **Ethical Usage**

Computing resources should be used in accordance with the high ethical standards of the College community. Examples of unethical use (some of which may be illegal) follow:

- violations of computer system security;
- unauthorized use of computer accounts, access codes or computer identification accounts assigned to others;
- intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or E-mail exchanges or overuse of interactive network utilities);
- use of computing facilities for private business purposes unrelated to the mission of the College or college life;
- academic dishonesty (plagiarism, cheating);
- violation of software license agreements;
- violation of network usage policies and regulations;
- violation of another user's privacy.

### **Legal Usage**

Computer resources may not be used for illegal purposes. Examples of illegal purposes include:

- intentional harassment of other users;
- intentional destruction of or damage to equipment, software or data belonging to the College or other users;
- intentional disruption or unauthorized monitoring or electronic communications; and
- unauthorized copying of copyrighted material.

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### **Sanctions**

Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the College, up to and including termination. Illegal acts involving College computing resources may also be subject to prosecution by State and Federal authorities.

### **Instructional Computing Facilities**

The following facilities are available for academic use:

- open Lab (fourth floor) – word processing, spreadsheets, databases, software related to current lab assignments;
- three computer labs (fourth floor) – classroom instruction;
- library computers (first floor) – online information retrieval, other college and university library catalogs, internet accessibility; and
- writing Lab (first floor) - class room instruction.

All instructional computers on campus unless otherwise noted are available for use by currently enrolled Calumet College of St. Joseph students and by Calumet College of St. Joseph faculty and staff during open hours. Proper identification is required.

### **Hours**

Open hours vary. Schedules for labs are posted outside each computer lab. Library computers are available during library hours. All computers are available on a first-come, first-serve basis. Library computers are reserved for specific times.

### **Class Reservations**

Faculty and staff may reserve computer labs on a first-come, first-serve basis for instructional purposes. Class reservations will take precedence over individual student use. The Open Lab can not be scheduled for classroom instruction.

### **Computer Regulations**

The following rules apply:

- no food or drink inside any computer lab;
- no loud or boisterous conduct;
- no conduct which might result in damage to equipment or software;
- 30-minute limit on E-mail use;
- 30-minute limit on internet browsing not specifically related to a current academic requirement; and
- students are discouraged from bringing visitors and/or family into the lab.

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**Printing**

To assist in reducing costs and continuing the availability of high quality laser printers, only printing which is directly related to current course work at Calumet College of St. Joseph is permitted and only single copies of that work may be produced. Only paper provided by the labs can be used in the laser printers. The Library copier is available for making multiple copies.

**Authorized Software**

Copyright laws prohibit the copying or unauthorized use of any software on any College computer. The College does not permit unlicensed software of any kind.

Personal software may only be used for instructional purposes and requires prior approval by the Computer Services Department Director or the Library Director.

***Identification Cards***

An identification card bearing the employee's picture also serves as a library card. Cards are available at the library services area.

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***Lost and Found***

Items that are lost or found are to be reported to the Library Desk.

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***Chapel***

The chapel is open to all employees daily for meditation and prayer. A schedule of Mass is posted outside the chapel. Notices of special Masses or functions are posted on campus bulletin boards and are also sent to each department.

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***Bulletin Boards***

Some of the College bulletin boards are restricted for special use or for special units. For example, the bulletin board located in the main lobby is restricted for academic announcements. Use of restricted bulletin boards requires the special approval of the appropriated administrator. Use of general bulletin boards is for announcements of interest or importance to the College community.

***Accepting Honoraria***

An honorarium received by administrators and staff for speaking or consulting off campus should be handled as follows:

When the College has incurred travel costs to the speaking engagement, which costs have not, or will not, be covered by other revenues designed to off-set such costs:

- and the honorarium received is less than the school costs incurred, then the honorarium should be directed to the College and credited to the account to which any costs have been charged;
- but if the honorarium is more than the actual costs incurred, then only as much of the honorarium as is required to cover the actual costs shall be directed to the College and the remainder may be retained by the speaker/consultant.

When the College has incurred no costs in the speaker's travel, then the administrator/staff member may keep the entire amount of the honorarium.

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***Gift Acceptance***

Administrators and staff accepting external gifts on behalf of the College must consult with the Vice President – Development prior to accepting any gift. The Vice President – Development will coordinate gift-related correspondence and activities.

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### ***Emergencies***

#### **Fire**

Calumet College of St. Joseph has established evacuation procedures that all employees are expected to follow in the event of an emergency, which requires building evacuation.

#### **Emergency Evacuation Procedures**

From time to time the College will perform a fire drill for the purposes of acquainting staff with evacuating the building safely. Employees are expected to familiarize themselves with the following instructions.

1. In case of fire, activate the nearest fire alarm pull station. Take appropriate precautions to ensure your personal safety.
2. **Call 911.** Give your name and the exact location of the fire (“*Calumet College - Administration building - floor # - room #*”). Be sure to stay on the phone until released by the 911 Emergency Operator. Dial 9-1-1 from personal cellular or public phone; or
  - a. Locate the nearest College *Emergency Red Telephone* to report the incident (located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors); or
  - b. Dial extension 224 on the nearest College phone to notify the Information Center, who, in turn will make the proper notifications for emergency assistance.
3. Evacuate the building by the nearest exit. **DO NOT USE ELEVATORS.** If individuals with a disability cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location. (See Emergency Evacuation Plan for detailed plan.)
4. Once outside, go to the designated rally point. If this location is unavailable, go to a clear area that is at least 500 feet away from the affected building. Keep driveways, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. **DO NOT RETURN TO EVACUATED BUILDING** until authorized by the Fire Department or Campus Safety Services.

### **Medical Emergencies**

In the event of a true medical emergency occurring on campus, victims or bystanders are to immediately:

- dial 9-1-1 preferably from an office phone (landline); or
- locate the nearest College *Emergency Red Telephone* to report the incident (located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors); or
- dial extension 224 on the nearest College phone to notify the Information Center, who, in turn will make the proper notifications for emergency assistance.

All injuries and emergencies requiring medical attention from a nurse or physician which occur on College property or at College-sponsored events are to be reported to the Director of Security (473-4335) within twenty-four (24) hours by the person or persons involved.

Medical emergencies which require transport must be handled through 9-1-1. Transport by private vehicles is prohibited.

***Weapons on Campus***

No weapons of any kind shall be permitted on College property or at College functions which may be held on property not owned by the College. The exceptions to this policy are those weapons which may be carried by duly authorized law enforcement personnel.

***Communications Channels***

The Public Relations Office is the communication link with the news media having the sole authority to publicize administration and staff achievements and activities. This office is responsible to prepare and distribute news releases to appropriate media. Additionally, this office identifies administrators and staff with special expertise for interviews and presentations. This office also acts as a spokesperson for the College when senior administrators are not available.

***Grants Policy***

The College encourages proposals for external funding of special projects. Before submitting a proposal, administrators and/or staff must consult with their supervisor and the Vice President - Business and Finance in the preparation of the proposal. Signatures of the President and Vice President – Business and Finance should be included and may be required on the proposal.

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***Fundraising***

The Development Office has primary responsibility for fundraising. Administrators and staff with sources of gifts and suggestion should consult with the Vice President – Development who coordinates such contracts and activities.

***Political Activities***

The College encourages the administrators and staff to participate in political and governmental activities of their home communities under conditions which assure that the College will not become directly involved in any political activities or suffer from undue diversion of the interest of its administrators and staff.

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***Alumni News***

Administrators and staff with newsworthy information concerning graduates should consult with the Director, Alumni Relations.

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***Smoking***

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in Calumet College of St. Joseph buildings is strictly prohibited.

The College has designated smoking areas and has also provided appropriate receptacles for the purpose of disposing of cigarette butts. It is important that receptacles be used and that when disposing of a cigarette to make sure that it is extinguished completely. Smoking is permitted in designated areas only.

Smoking in front of the building or in other areas that are not designated is strictly prohibited.

Violators may be subject to disciplinary action up to and including termination.

## **SECTION 4: SALARY ADMINISTRATION**

### ***Compensation Philosophy***

Consistent with our social justice mission, Calumet College of St. Joseph is committed to acknowledging and respecting the dignity and worth of all employees and empowering them to build their capacity to improve their lives and the lives of their families and to contribute to the continued growth and success of the College.

To that end:

- Calumet College will strive to provide a competitive total compensation structure (salary, benefits, and possibly variable pay) which is equitable, non-discriminatory, and linked to institutional success. This structure will enable the College to attract, motivate, and retain employees who will help successfully execute its strategies.
- The College will provide employees with base pay and benefits that are market competitive, based upon ability to pay. The College may also develop variable pay opportunities that reflect employees' positive impact on the College's success.
- Periodic adjustments to base salary may be made to help ensure internal equity, based upon ability to pay.
- Employee benefits will be designed to provide rewards and recognition for longevity while also attempting to provide family-friendly quality of life opportunities, income protection, reasonable protection against catastrophic financial hazards, and retirement income protections.

***Compensation and Salary Determination***

Calumet College of St. Joseph has developed and maintains a compensation/salary administration program, which complies with applicable Wage-Hour, Equal Pay, and Equal Employment Opportunity laws and regulations. The compensation/salary program used is objective and non-discriminatory.

The College believes that it is in the best interest of both the College and its employees to fairly compensate its workforce for the value of the work provided. It is the College's intention to use a compensation system that determines the current market value of positions based upon skills, knowledge and behaviors required of a fully competent incumbent. Written position descriptions summarizing the duties and responsibilities of each position as well as the position requirements are maintained to facilitate proper compensation of each position within the College.

Utilizing the written position descriptions, taking into account the position's overall complexity, relative value and importance to the success of the organization, and the competitive value placed on the position in the marketplace, a market salary for each position is determined.

Salaries are reviewed periodically against external sources to ensure that they remain competitive with similar positions in the marketplace.

Salary/pay adjustments are determined by the Board of Trustees based upon the financial condition of the College. The President has been delegated the authority to make equity-based adjustments as necessary and appropriate.

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***Time Cards and Exempt Time-Off Reports***

Calumet College of St. Joseph complies with applicable laws that require records to be maintained of all hours worked by all employees.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

**Nonexempt (Time Sheet) Employees**

Nonexempt (time sheet) employees are required to record his/her time worked and his/her absences on the College's official time sheets.

On a daily basis, each time the employee begins or ends his/her workday, he/she is required to accurately record exact times on his/her time sheet in ink. If an error is made, the employee is to make a single line through the error, write the corrected time in above the error and initial the correction. The employee's manager or supervisor is required to initial the change also. No whiteouts on the time sheet are permitted.

Following the above guidelines will help ensure legal compliance, accurate records of time worked, time off, and payment to the employee in a timely manner.

**Exempt Employees**

Exempt employees are to complete an "Exempt Time-off Report" on the last workday of each month, regardless of whether time is taken off or not. Record all time off that has been taken. These reports are to be signed by the employee and submitted to his/her manager for his/her signature.

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***Payroll and Paychecks***

**Payroll Period**

Employee classifications that are required to submit time sheets to either their supervisor or the Payroll Office must do so every two weeks by nine o'clock in the morning on the day they are due (Refer to the Payroll Office calendar for due dates).

**Payroll Deductions**

Payroll deductions are made from paychecks according to the requirements of Federal and State regulations pertaining to social security, Medicare and income taxes. Other deductions, as authorized by the employee, may be made for the group insurance plan, credit union repayments and/or savings, tax sheltered retirement plan, or the Computer Loan Program.

**Withholding Tax**

The amount deducted for withholding depends on the number of exemptions claimed on the Withholding Allowance Certificate (W-4 form) submitted to the Payroll Office. Employees are personally responsible to notify and submit a new W-4 form to adjust any change in exemptions. This could occur upon marriage, birth or death of dependents, dependents working full time, etc.

**Paychecks**

Calumet College of St. Joseph has a mandatory Direct Deposit Program for employee paychecks. Students who receive paychecks may pick them up and sign for them at the Information Center.

**Error on Paycheck**

If an error has been made in the calculation of pay, it should be reported immediately to the employee's manager who will handle the matter with the Payroll Office.

**Lost or Stolen Paycheck**

In the event that a paycheck is lost or stolen, the employee must notify his/her manager or supervisor immediately. The manager or supervisor will notify the Payroll Office. A stop-payment notice on the check will be attempted and, if made, another check will be issued. Calumet College of St. Joseph is unable to take the responsibility for lost or stolen paychecks and, if the College is unable to stop payment on a payroll check, the employee will be responsible for the loss.

***Performance Management***

The performance management process provides a means for discussing, planning, and reviewing an employee's performance with his/her supervisor or manager.

Regular performance appraisals will assist the employee to clearly define and understand his/her responsibilities, provide criteria by which performance will be evaluated, suggest ways in which the employee can improve his/her performance and set goals for the next period.

Calumet College of St. Joseph recognizes that it is important that employees be recognized for good performance and that they receive appropriate suggestions for improvement when necessary. Each employee's performance is vital to the organization. Consistent with this goal, performance will be evaluated by the employee's supervisor or manager on an on-going basis. Each employee will also receive annual written evaluations of his/her performance.

New employees will receive their first evaluation sixty (60) days after their start of employment.

Calumet College of St. Joseph endeavors to conduct written performance review annually.

A performance review does not necessarily result in an increase in pay.

Written performance reviews are based on overall performance in relation to job responsibilities and will also take into account factors such as conduct, demeanor, and record of attendance and tardiness. An appraisal is only one of several factors that the College uses in making employment decisions.

## **SECTION 5: TIME OFF AND BENEFITS**

### ***Group Insurance - Benefits Summary***

Calumet College of St. Joseph offers a comprehensive benefits package to full-time employees. The following is a brief review of our benefit options.

#### **Medical and Dental Insurance**

Comprehensive medical benefits are available to employees and their eligible dependents at the employee's option through our plan with Anthem Blue Cross and Blue Shield, our participating Preferred Provider Organization (PPO) networks. A complete summary of benefits covering medical payment can be reviewed before enrollment. If employees choose to enroll, a semi-monthly co-payment is required. The co-payment is based on the employee coverage selection.

#### **Life Insurance**

Life insurance is provided at no charge to employees through Anthem Blue Cross and Blue Shield. It equals 1 ½ times your annual salary. Additional term life insurance is available at nominal premiums through Guardian Insurance.

#### **Supplemental Insurance**

Supplemental insurance, known as AFLAC, is available to employees and their families at an extra cost.

#### **Accidental Death and Dismemberment**

Accidental death and dismemberment insurance also is available to employees at no cost and equals the same dollar value as the life insurance. Benefits are paid according to set terms and schedules. During enrollment employees also may elect to pay for additional accidental death and dismemberment benefits.

#### **Prescription Coverage**

Prescriptions filled at network pharmacies are covered at 100% in excess of co-payment schedule. Prescriptions filled at pharmacies that are not part of the network are covered at 80%.

#### **Long-Term Disability**

Full-time employees who cannot work due to serious injury or illness are covered under the Anthem Blue Cross Blue Shield Long-Term Disability Program. Such employees will receive 60% of their salaries until they return to work. This benefit begins after the employee has been off work for three (3) months and one (1) day.

***Retirement Program***

All full-time administrative officers and support staff may participate in the Teacher's Insurance Annuity Association (TIAA) Retirement Plan upon appointment. Contributions are also made by the College to both the TIAA and the College Retirement Equities Fund (CREF). Currently, the College contributes eight (8) percent of the employee's gross salary and employees contribute one (1) percent. For additional information about this plan, consult with the Human Resources Office. Administrative staff begins participation in this plan on the first of the month following employment with the College. Support staff becomes eligible after completing their probationary period.

## ***Tuition Remission/Grants***

### **Full-Time Employees**

Regular full time employees of the College and their spouses and dependent children (up to age 24) are encouraged to enroll in college courses tuition-free. Regular full-time employees of the college will receive a maximum tuition benefit of thirteen (13) credit hours per semester. Employees who enroll for more than thirteen credit hours will be responsible for the additional tuition incurred.

Federal and State grants and other awards will be applied to the employee's tuition, fees and books before the tuition benefits are applied. Employees who enroll in Directed and/or arranged courses are responsible for all charges including tuition and fees. Employees who are applying for tuition remission are to enroll for class during late registration and are subject to class availability except for directed and arranged courses.

Employees may attend, only at Calumet College of St. Joseph, up to three (3) credit hours during their normal work schedule, providing that a flexible work arrangement has been approved by the employee's supervisor and vice president. If the flexible schedule is approved the vice president will notify the Human Resource Department in writing.

The employee's spouse and dependent children may take unlimited credit hours per year tuition-free at Calumet College of St. Joseph. Employees are responsible for payment of all fees and books. Employee's spouse and dependent children who are applying for tuition remission are to enroll for class during late registration and are subject to class availability.

Tuition benefits for Calumet College of St. Joseph Graduate Programs are only available for regular full time employees not their spouse or children.

### **Part-time Employees**

All part-time employees, upon successful completion of the probationary period, who work twelve (12) or more hours per week, qualify to take one class per semester for which tuition will be remitted by the College. Under no circumstances will the class be taken during the employee's scheduled working hours. This benefit does not extend to the family or spouse of the part-time employee, nor are Work-study students or adjunct faculty eligible. The part-time employee is responsible for all fees and charges associated with enrolling in the course. Adjunct faculty and family members are allowed to take three (3) credit hours per semester in the semester they teach or the semester immediately following.

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***Computer Loan Program***

The College has approved a plan to make available a computer loan program. This program will allow each full-time employee the opportunity to borrow interest-free up to a maximum of \$2,400.00 to purchase a Personal Computer for either home or College use. The program is limited to one computer per employee. Repayment is through payroll deduction at a minimum of \$50.00 per paycheck. Upgrade and software loans may be subsequently added as long as the current loan balance is below \$1000.00 and the new total loan balance does not exceed \$2,400.00.

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***Library Use***

The employee's identification card serves as the library card for checkout of library materials (including inter-library loans).

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***Jury Duty***

The College will pay those employees reporting for jury duty the difference between the amount they receive from the court for each day's jury service and their regular day's earnings. The College's payments are only for those days the employee would be scheduled to work but do not as a result of the jury service. Upon completion of the jury service, the employee must present to the Human Resources Office the statement or check received from the courts showing the amount received for such jury service. Employees must notify their supervisor immediately after receiving their jury summons in order to make necessary scheduling adjustments.

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***Leave of Absence***

A leave of absence is any unpaid leave which is requested by the employee and approved by the employee's immediate supervisor and senior administrator. The College may grant temporary leaves of absence for hospitalized illness, pregnancy, military service, educational advancement, or other compelling personal reasons. The request for a leave should be made at least fourteen (14) calendars days in advance of the anticipated starting date. Employees who accept other employment during their leave of absence shall be considered to have terminated their employment with the College as of the date their leave became effective. Leaves of absences are described in the pages that follow and are available to any regular employee having successfully completed the probationary period.

***Uniformed Services Leave of Absence***

An employee who gives advance notice and who leaves the College for any period up to one-hundred-eighty days (180) of active duty or training service in the Uniformed Services of the United States is entitled to continue employment and, after completing longer periods of service, will be reemployed in accordance with federal and state law.

Employees should inform the College of training or drill schedules as far in advance as possible. Upon request, employees going on Uniform Services Leave may use any available accrued paid vacation to extend their pay during an otherwise unpaid leave.

Employees will be paid the difference between their service pay and their normal rate of pay for Uniform Services absences of less than a full work week. The employee must provide service pay documents. All hourly employee Uniform Services absences and all salaried Uniformed Service absences of a full workweek or longer are unpaid.

Reinstated employees will receive full credit for seniority and other rights and benefits determined by seniority that they had at the start of the leave, plus full credit for the period of time spent (up to 5 years) in the Uniformed Services.

### ***Family Medical Leave***

Employees who have been employed by the College for at least twelve (12) months and who have worked at least 1,250 hours during the twelve (12) month period preceding the start of the leave, are eligible for a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- because of the birth of the employee's child and in order to care for such child (within twelve (12) months after the birth of the child);
- because of the placement of a child with the employee for adoption or foster care (within twelve (12) months of the placement of the child);
- in order to care for the employee's spouse, child or employee's parents if they have a "serious health condition"; or
- because of a "serious health condition" that makes the employee unable to perform the functions of his/her job.

The term "any twelve (12) month period" means the twelve (12) month period measured forward from the start of the employee's first leave under this provision.

In any case in which a husband and wife, both employed by the College, are entitled to a leave under paragraphs 1 or 2 above, or for the care of a sick parent in paragraph 3 above, they will be limited to a combined total of twelve (12) workweeks of leave in any twelve (12) month period.

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment in connection with inpatient hospital, Hospice or residential medical care facility;
- any period of incapacity requiring absence from work of more than three (3) calendar days which involves continuing treatment by a health care provider; or
- continuing treatment by a health care provider for prenatal care, or a chronic or long-term health condition that is incurable or so serious that, if not treated would likely result in a period of incapacity of more than three (3) calendar days.

Any request for a leave under paragraphs 3 and 4 above must be supported by a certification issued by the applicable health care provider, which includes:

- the date on which the serious health condition commenced;
- the probable duration of the condition;
- a diagnosis of the serious health condition;
- a brief statement of the regimen of treatment prescribed for the condition by the health care provider;
- an indication of whether inpatient hospitalization is required;
- a statement of the medical necessity of the leave and the expected duration and schedule of intermittent or reduced leave schedule (if the leave is based on the need to care for a spouse, child or employee's parent); and
- a statement that the employee is unable to perform the functions of his/her job (if the leave is based on the employee's own serious health condition).

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*Calumet College of St. Joseph*

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In its discretion, the College may require a second medical opinion and periodic re-certification to support the continuation of a leave. If the first and second opinions differ, the College, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the College and the employee.

If certified as medically necessary for a serious health condition of the employee or his/her spouse, child or employee's parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis the College may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position has equivalent pay and benefits.

When the need for leave is foreseeable, due to the birth or adoption of a child, the employee must provide reasonable notice (generally thirty (30) days). When leave is required due to a serious health condition and is foreseeable based upon planned medical treatment, the employee must provide reasonable notice (generally thirty (30) days). In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

The College will maintain the existing health and dental coverage under its group plan for an employee on an approved FMLA leave; however, during this time employees are required to continue making their own required contribution.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the College may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control.

If an employee fails to return to work at the expiration of FMLA leave, his/her employment may be terminated.

Upon return from leave, which has extended to no longer than the twelve (12) workweeks as provided herein, an employee will be restored to the same or to an equivalent position to the one he/she held when the leave started. If the leave was due to an employee's own serious health condition, the employee will be required to submit certification from his/her health care provider stating that the employee is able to perform the functions of the job.

All earned vacation days, personal days, applicable sick time or other appropriate time-off will be utilized to continue the pay of employees on leave during the initial portion of FMLA leave, with the remainder of the approved leave being unpaid.

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***Bereavement Leave***

Employees are eligible for up to three (3) workdays of paid bereavement leave for the death of the employee's spouse, parent, child, grandparent, grandchild, sibling, and corresponding in-laws or step-relatives.

Employees are eligible for up to one (1) workday of paid bereavement leave for the death of the employee's uncle, aunt, niece, nephew or first cousin.

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***Personal Leave of Absence***

Calumet College of St. Joseph will consider granting an unpaid Personal Leave of Absence to an employee who would not otherwise qualify for any other recognized leave of absence based upon the unique facts and circumstances of the request.

All such requests, specifying the reason(s) and requested duration of Personal Leave of Absence, are to be submitted in writing to the employee's manager for review and approval. The appropriate vice president will have final approval of such requests.

An unpaid Personal Leave of Absence may be granted for up to a maximum of thirty (30) calendar days and only after the employee has exhausted all earned vacation days, sick days or other approved leave days.

The College will maintain the existing health and dental coverage under its group plan for an employee on an approved Personal Leave of Absence up to a maximum of thirty (30) calendar days; however, during this time employees are required to continue making their own required contribution for such coverage.

All Personal Leaves of Absence are without job protection. Upon return from a Personal Leave of Absence an employee may be restored to the same or an equivalent position to the one he/she held when the Leave started if such a position is available. If no suitable position is available at the time the employee returns from his/her Personal Leave of Absence, the employee's employment with the College will be terminated.

If the Personal Leave of Absence was due to an employee's own serious health condition, the employee will be required to submit a certification from his/her health care provider stating that the employee is able to perform the function of the job upon his/her return to work.

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***Time Off for Voting***

If necessary, employees will be granted up to two (2) hours off, with pay, to allow the employee to vote.

This time must be arranged prior to Election Day and the employee's supervisor may specify the time period being authorized for this purpose.

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***Sick Pay / Income Protection Policy***

Calumet College of St. Joseph recognizes that employees may, from time to time, experience personal illness, accidents, or injuries requiring absence from the workplace. The College values employee longevity and loyalty and has established this Sick Pay Policy to provide a vehicle to protect the income of full-time employees in these instances. Employees may carry-over unused sick days from year to year (up to a maximum of 72 work days) and are strongly encouraged to view these sick days as a form of self-insurance, to be used as a protection of income in the event of prolonged illness or injury and as a “bridge” to eligibility for Long Term Disability Insurance (90 calendar days).

Current full-time employees will accrue/earn one additional sick day for each month (or partial month) of service after the effective date of this policy, up to the maximum “bank” of 72 workdays.

New employees, hired on a full-time basis after January 1, 2007, will begin accruing/earning one sick day for each month (or partial month) of service and may build their bank up to a maximum “bank” of 72 workdays.

In the event of an employee’s absence from work due to personal illness, accident, or injury, the employee’s regular pay will be continued at 100% of salary by utilizing the accrued/earned sick days in the employee’s “bank” in one (1) day increments. These sick days can be restored as employees will earn back one (1) day for each month (or partial month) of continued service.

Individual employees who are absent from work due to personal illness, accident, or injury after they have exhausted all accrued sick days will be required to utilize any and all accrued vacation days in order to continue their compensation at the rate of 100% of salary.

Should an employee, who is absent from work due to personal illness, accident, or injury, exhaust all accrued sick days and vacation days before satisfying the mandatory waiting period for long-term disability insurance protection (90 calendar days/72 work days), Calumet College of St. Joseph will continue to compensate the employee at a rate of 60% of salary until such time as the long-term disability waiting period is achieved (not to exceed a total of 72 lost workdays).

Once the employee utilizes all accrued sick days and vacation days, paid at 100% of salary, he/she will not accrue additional sick days or vacation days until after returning to work; at which time the employee will again begin accruing these benefits. Retirement contributions will continue to be made during the absence based upon the reduced 60% of salary rate.

Employees who will be absent from work due to illness, accident, or injury are to notify their supervisor/manager as soon as practical of the circumstances necessitating the absence and an estimate of the duration of absence.

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In the event that the employee is absent from work due to illness, accident, or injury for three (3) or more workdays, the College will designate this absence as Family and Medical Leave (see Family and Medical Leave Act Policy). Failure to comply with the provisions of the Family and Medical Leave Policy; in particular, the timely completion and submission of medical certification of the need for the absence, will result in denial of the Leave, its job protection provisions, as well as cessation of payment of sick pay benefits.

In those instances where an employee is absent from work due to personal illness, accident or injury for three (3) or more consecutive workdays, a Medical Release from a licensed medical practitioner is required before the employee can return to work. This requirement is to protect the employee's own health and well-being as well as to protect fellow employees and students. The release must state the diagnosis, date the employee may return to work, and any restrictions (and their duration) that may be required.

Excessive absence from work, whether paid or unpaid, impacts the employee's job performance and may also impact the job performance of co-workers and students; as a result, such absences will be a factor in evaluating job performance.

Any abuse or misrepresentation in connection with this Sick Pay Policy may result in disciplinary action up to and including termination of employment.

In that sick days are a form of self-insurance, unused accrued/earned sick days will not be paid to employees upon separation of employment.

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*Calumet College of St. Joseph*

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***Holidays***

The College observes eleven (11) paid holidays each year.

- New Year's Eve
- New Year's Day
- Martin Luther King's Birthday Observance
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

When an observed holiday falls within an employee's vacation period, the day will be counted as a holiday and not as a vacation day.

If an employee is absent due to illness on the work day immediately before or after a holiday, the employee may be paid for the holiday subject to administrative approval. A doctor's certificate of illness may be requested.

An employee who is scheduled to work on a holiday and fails to report shall not be eligible for holiday pay.

Temporary employees and regular part-time employees are not eligible for holiday pay.

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*Calumet College of St. Joseph*

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***Vacation***

**Full-time Employee Vacation Time**

Vacation time is approved in whole or half day intervals only.

Length of Service	Maximum Vacation Days
Over 1 year of service but less than 5 years	12
Over 5 years of service but less than 10 years	17
Over 10 years of service	22

**Full-Time Non-Exempt Employees**

Vacation credit for support staff accrues monthly, according to the following table up to a maximum of twenty-two (22) days for employees who have completed or will complete their three (3) month probationary period.

Each employee will receive vacation days as follows:

MONTH	1-4 Years Eligible for 12 Days	5-9 Years Eligible for 17 Days	10+ Years Eligible for 22 Days
JANUARY	1	1.42	1.83
FEBRUARY	1	1.42	1.83
MARCH	1	1.42	1.83
APRIL	1	1.42	1.83
MAY	1	1.42	1.83
JUNE	1	1.42	1.83
JULY	1	1.42	1.83
AUGUST	1	1.42	1.83
SEPTEMBER	1	1.42	1.83
OCTOBER	1	1.42	1.83
NOVEMBER	1	1.42	1.83
DECEMBER	1	1.42	1.83

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*Calumet College of St. Joseph*

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**Full-Time Exempt Employees**

Regular administrative (exempt) employees accrue twenty-two (22) vacation days a year from the date of employment up to a maximum of thirty (30) working days.

<b>MONTH</b>	<b>Eligible for 22 Days</b>
JANUARY	1.83
FEBRUARY	1.83
MARCH	1.83
APRIL	1.83
MAY	1.83
JUNE	1.83
JULY	1.83
AUGUST	1.83
SEPTEMBER	1.83
OCTOBER	1.83
NOVEMBER	1.83
DECEMBER	1.83

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*Calumet College of St. Joseph*

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**Regular Part-Time Employee Vacation**

Calumet College of St. Joseph recognizes that part-time administrative and support staff make an invaluable contribution to our College. Accordingly, the College wishes to provide paid vacation as a fringe benefit to part-time members of the College family who have supported our organization over an extended period of time

The following restrictions apply to the use of this time: the time must be taken with the approval of an immediate supervisor; it must be taken within twelve (12) months of the date eligible; it cannot be accumulated; and there are no cash substitutions for unused days.

Regular Part-Time Support staff (non-exempt employees) that work more than twenty (20) hours a week will accrue vacation time. Vacation credit for part-time staff accrues monthly according to the following table. An employee who has completed his/her ninety (90) day probationary period can accrue a maximum of twelve (12) days annually.

<b>MONTH</b>	<b>1-4 Years Eligible for 6 Days</b>	<b>5-9 Years Eligible for 8.5 Days</b>	<b>10 + Years Eligible for 11 Days</b>
JANUARY	0.5	.71	.92
FEBRUARY	0.5	.71	.92
MARCH	0.5	.71	.92
APRIL	0.5	.71	.92
MAY	0.5	.71	.92
JUNE	0.5	.71	.92
JULY	0.5	.71	.92
AUGUST	0.5	.71	.92
SEPTEMBER	0.5	.71	.92
OCTOBER	0.5	.71	.92
NOVEMBER	0.5	.71	.92
DECEMBER	0.5	.71	.92

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***Calumet College of St. Joseph***

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Regular Part-time Administrative (exempt) employees accrue eleven (11) vacation days a year from the date of employment up to a maximum of fifteen (15) working days.

<b>MONTH</b>	<b>Eligible for 11 Days</b>
JANUARY	.92
FEBRUARY	.92
MARCH	.92
APRIL	.92
MAY	.92
JUNE	.92
JULY	.92
AUGUST	.92
SEPTEMBER	.92
OCTOBER	.92
NOVEMBER	.92
DECEMBER	.92

Sick pay benefits for part-time employees accumulate at the rate of one-half (1/2) day per month. These benefits may be accumulated up to a maximum of twelve (12) days.

<b>MONTH</b>	<b>Eligible for 12 Days</b>
JANUARY	0.5
FEBRUARY	0.5
MARCH	0.5
APRIL	0.5
MAY	0.5
JUNE	0.5
JULY	0.5
AUGUST	0.5
SEPTEMBER	0.5
OCTOBER	0.5
NOVEMBER	0.5
DECEMBER	0.5

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**Terminal Vacation Pay**

The College will pay the employee for all accrued, but unused vacation at the time of termination or retirement.

Terminal vacation pay is paid at the final hourly rate exclusive of any differential pay.

## **SECTION 6 – PROBLEM RESOLUTION**

### ***Problem Resolution Procedure***

Calumet College of St. Joseph has developed a problem resolution procedure to provide a formal mechanism for employees to address honest differences of opinion or to suggest operational improvements.

Employees are encouraged to bring to their immediate supervisor's attention suggestions that may improve College operations. Employees are encouraged to develop a habit of discussing his/her ideas and suggestions with their immediate supervisor. Employees should check back with their immediate supervisor on progress and development.

In any group of people working together, honest differences of opinion regarding working conditions or other matters will arise from time to time. Any time an employee feels that he/she has a problem, the employee should discuss it with his/her supervisor. Employees can expect to receive fair and courteous consideration and prompt reply.

Please be assured that anyone having a problem will have the opportunity to be heard and to have any concerns resolved without fear of recrimination or penalty.

The typical steps for the communication of problems are as follows:

1. Discuss the matter with the employee's immediate supervisor first. He or she will arrange a private interview with the employee and will give him/her a definite answer as soon as possible after the interview, normally within three (3) days. If, after discussing the facts with the immediate supervisor, the employee has not reached a resolution, the supervisor or employee will arrange a meeting with the appropriate vice president and Director, Human Resources, normally within a few days.
2. The appropriate vice president and Director, Human Resources will review the problem and provide the employee with a response, normally within few days, following their discussion with the employee. If the employee is not satisfied with the response, he/she shall request, in writing to the President, a review of the situation by a hearing committee appointed by the President. The committee shall consist of three persons: a member from the support staff, a member of the faculty and a member of the administrative staff. None of the committee members shall be from the same department as the employee, nor shall any two of the committee members be from the same department. The committee shall select one of its members as chair and establish its procedures. The committee shall make its recommendation to the President within seven (7) working days.
3. After reviewing the recommendation of the committee and ensuring that due process has occurred, the President will make a decision regarding the problem. The President's decision is final.

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*Calumet College of St. Joseph*

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There may be occasions when an employee cannot take a particular problem to his/her immediate supervisor and, in these instances, the employee should make an appointment to speak to the appropriate vice president and/or Director, Human Resources about the matter.

It is the responsibility of the immediate supervisor, appropriate vice president and the Director, Human Resources to see that all problems are handled as quickly as possible and without prejudice. There will be no discrimination or retaliation against any employee for his or her part in the presentation of a problem. The policy should not, however, be construed as preventing, limiting or delaying the College from taking disciplinary action against any individual, up to and including termination of employment, in circumstances where the College deems disciplinary action appropriate.

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## *Calumet College of St. Joseph*

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### ***Corrective Discipline***

Calumet College of St. Joseph will utilize corrective discipline, when appropriate, to provide employees the opportunity to succeed.

College administration will determine the facts and circumstances surrounding an incident that requires corrective disciplinary action. In the event that corrective disciplinary action is appropriate, the College management, in its sole discretion, will determine whether or not one or more of the following steps may be utilized, bypassed or eliminated.

- verbal warning(s) by the employee's immediate supervisor;
- written warning(s), including a "final" written warning by the employee's immediate supervisor;
- suspension with or without pay during an investigation or for disciplinary purposes; or
- termination of employment

All such corrective disciplinary actions will become part of the employee's personnel file.

### ***Minor Sanctions***

If the supervisor and the appropriate senior administrator believe that the conduct of an employee justifies imposition of a minor sanction, such as a reprimand, they shall notify the employee of the basis of the proposed sanction.

### ***Major Sanctions***

If the employee's supervisor and the appropriate senior administrator believe that the conduct of an employee, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a more severe sanction, such as suspension from service for a stated period, they may impose the sanction. Examples of such conduct include, but are not limited to: repetition of behaviors described in the preceding section.

Examples of sanctionable conduct include but are not limited to:

- transacting personal business during working hours;
- failure to carry out assigned duties and responsibilities;
- failure to observe standards of dress and hygiene appropriate for the work area;
- engaging in horseplay or unsafe practices during working hours;
- unexcused absence or tardiness;
- violating safety rules or any action that creates a safety hazard or contributes to unsanitary conditions;
- abusive or inconsiderate treatment to a student, another employee, or College visitor;

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- sleeping while on duty;
- using equipment, materials or supplies in an unauthorized or wasteful manner, (unauthorized use is defined as using the above mentioned items for personal use and in a manner for which they were not intended);
- failure to maintain work rules or policies;
- failure to be at work at the scheduled time and stopping work before scheduled quitting time;
- refusing to obey the orders of the supervisor, disobeying policies, instructions or procedures whether through neglect, procrastination or deliberate disobedience; or
- using obscene language in the presence of a student, supervisor, another employee, or College visitor.

**Discharge/Termination of Employment**

If the supervisor and appropriate senior administrator, in consultation with the Director, Human Resources and President, believe that the conduct of an employee is cause for dismissal, they shall so notify the employee that he/she is discharged immediately.

Examples of such conduct include, but are not limited to:

- gambling, or engaging in any unlawful conduct or sexual conduct on the campus.
- reporting to work in possession of, or under the influence of alcohol or non-prescribed or illegal drugs;
- theft from the College, students or another employee;
- forging, altering or copying without authorization or knowingly falsifying any document, record or authorization used by the College;
- violence;
- mishandling or willful destruction of property and equipment belonging to the College, students or other employees;
- walking off the job; or
- misuse or unauthorized discussion of confidential information, business figures or College policies.

## **SECTION 7: SEPARATION FROM EMPLOYMENT**

### ***Resignation***

An employee who resigns his/her position is expected to give at least two (2) weeks advanced written notice to his/her immediate supervisor; all management staff are expected to give one (1) month of advanced notice to his/her supervisor, which will aid in the smooth transition of responsibilities. The supervisor will respond with a written acceptance of the resignation.

Employees are required to notify the Human Resources Department in writing of their intention to leave. Human Resources will guide the employee through the processes necessary with regard to final pay and benefits information.

### ***Retirement***

Prior to making a decision to retire, an employee should arrange for consultation with the Human Resources Department to review his/her retirement benefits. Once the decision has been made to retire, the employee is expected to schedule a meeting with his/her supervisor to discuss the intention to retire. The employee is required to submit his/her intention to retire in writing to his/her supervisor with a copy forwarded to the Human Resources Department. The Human Resources Department will contact the employee and provide guidance on completing the appropriate paperwork.

### ***Exit Interview***

Typically, when practical, an exit interview will be scheduled for employees who are resigning from their employment with the College. An employee resigning from Calumet College of St. Joseph will have an exit interview scheduled and conducted by the Human Resources Department.

The purpose of the exit interview is to:

- to give the employee the opportunity to freely discuss his/her reasons for leaving the College;
- to obtain information and views which may help the College make improvements in policies, procedures and working conditions; and
- to provide the employee with information about his/her benefits and health insurance continuation options.

Certain obligations exist between the employee and the College related to the employee's decision to leave. The employee must return all College property issued to him/her or make arrangement for reimbursement through the Human Resources Department.

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**ACKNOWLEDGMENT OF RECEIPT OF THE  
CALUMET COLLEGE OF ST. JOSEPH  
EMPLOYEE HANDBOOK**

This is to acknowledge that I have received a copy of the Calumet College of St. Joseph Employee Handbook, effective September 1, 2007, and understand that it contains important information on the general personnel policies of the College and on my privileges and obligations as an employee. I understand that this Employee Handbook is intended to supersede and replace all previous employee handbooks, manuals, and policy statements, whether oral or written, issued by Calumet College of St. Joseph.

I have familiarized myself with the material in the Handbook and understand its content, as well as other material and data to which it refers.

I understand that nothing contained in this Handbook is intended to create, nor shall be construed as creating, a contract of employment, express or implied, or a guarantee of employment for any particular term. I further understand that this Handbook is not a contract or offer of a contract, and does not in any way alter my status as an employee at will. As an at will employee, I understand that I may be terminated from my employment at any time, without notice or cause.

I further understand and agree that Calumet College of St. Joseph may change, rescind, or add to any policies, benefits or practices described in the Handbook from time to time in its sole and absolute discretion, with or without prior notice.

In addition, I understand and acknowledge that information concerning Calumet College of St. Joseph's financial data, operations and technology is proprietary. Such information is confidential and may not be communicated to anyone outside of the institution. In the event of termination of employment, any and all proprietary information in my possession will be returned to my supervisor or manager.

\_\_\_\_\_  
(printed name of employee)

\_\_\_\_\_  
(signature of employee)

\_\_\_\_\_  
(date)

*Calumet College of St. Joseph*

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(printed name of employee)

\_\_\_\_\_

(signature of employee)

\_\_\_\_\_

(date)

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## *Calumet College of St. Joseph*

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### ***Professional Conduct***

#### **Code of Ethics**

All administrators and staff are expected to accept and be guided by the codes of ethics of their respective professional organizations, e.g., National Association of College and University Business Officers, National Association of College Admissions Officers, American Counseling Association, etc. In addition, the College expects its personnel to be guided by the following code:

*We will be fair, sensitive, honest, trusting and trustworthy in all of our relationships and dealings, internally among ourselves, and externally with all others. We will be ethical and legal in our work, both in fact and in spirit, and we will try to act responsibly and appropriately in every situation. As necessary, we will try to resolve misunderstandings and errors in judgment and/or behavior.*

#### **Guiding Principles**

1. The most important person is the one we are trying to serve. We make a conscious effort to enhance and enrich our students and staff experience in the College community.
2. Our most important resource is our personnel. We believe in encouraging and empowering our employees to accomplish their assignments and in further developing their knowledge and skills.

#### **College Values**

Consistent with this code of ethics and principles the College adheres to the following values:

1. Integrity: We will act ethically, legally and consistent with College policies and procedures.
2. Accountability: We will act responsibly, considering the consequences of our actions before taking them.
3. Excellence: We will take pride in the quality of our work.
4. Fairness: We will act equitably with all our students and staff.
5. Service: We will continue to be aware of the needs of those in the college community.
6. Cooperation: Together we can accomplish more than by working alone.
7. Professionalism: We take our responsibilities seriously and continue to develop our knowledge and skills.

*Calumet College of St. Joseph*

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**Orientation Checklist**

<b>Name</b>	<b>Department</b>
<b>Job Title</b>	

- Application**
- Disclaimer and Release**
- Resume**
- Direct Deposit Form**
- Background Clearance**
- Reference Check**
- W-4 Form**
- I-9**
- Driver's License, Identification Card**
- Social Security Card, Birth Certificate**
- College Handbook**
- Handbook Receipt Form**
- Insurance Salary Chart**
- Anthem Blue Cross Blue Shield Info Packet**
- Guardian Life Insurance Info Packet**
- AFLAC Info Packet**
- TIAA-CREF Retirement Packet**
- College ID**
- College Tour**

<b>Signature</b>	<b>Date</b>
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## Non-Faculty Performance Management Report

Employee Name: _____	Position Title: _____
Type of Review: Annual <input type="checkbox"/> Interim <input type="checkbox"/> Self <input type="checkbox"/>	Department: _____
Date of Review: _____	Evaluator's Name: _____

### INSTRUCTIONS

Performance Management Reports should be completed by both the employee and the individual(s) responsible for his/her work direction and scheduling; therefore, by the individuals in the best position to reflect *observed behaviors* of the employee being evaluated.

Employees should be asked to complete a Performance Management Report regarding a number of **Performance Expectations** for themselves and provide this to his/her supervisor to consider before the supervisor completes the process. This allows employees to actively participate in the process by providing insight and perspective for the supervisor's consideration.

Part I of the Report has been designed to document the level of performance as measured against general position-related behaviors considered common to most all Administrative and Support positions within the Institution. For each identified behavior, consider the observed performance of the employee and circle the numerical rating which coincides with the description which most closely describes the proficiency of the employee over the entire period of evaluation. Part I-A is to be completed for each Supervisor and Manager position.

Part II is designed to document career development/career enhancement for documentation/reinforcement of the employee's key strengths as well as identifying the areas which need continued development over the next period of evaluation. This section is also appropriate to define goals and objectives for the next period of evaluation and which are supportive of the institution goals and mission.

Part III is the signatory section. Once completed, **but prior to communicating the results to the employee**, the evaluator is to have this form reviewed and approved by all appropriate levels (up to and including Vice President and/or President). After the appropriate levels of approval have been obtained, the evaluator will communicate its contents to the employee; obtain his/her signature (on Part IV) and return to Human Resources for filing.

Part IV allows for employee feedback of his/her Evaluation. This should be completed by the employee following the "Evaluation Conference" where the Evaluation is fully discussed with the employee. The employee should be given 2-3 days to consider his/her response.

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**Part I: PERFORMANCE ASSESSMENT**

**Position Knowledge & Technical Expertise** - Familiarity, understanding, and application of current information, resources, methods, and procedures necessary to perform position responsibilities.

- 4 Consistently applies position knowledge and skills to produce work of an exceptionally high standard with little or no instruction.
- 3 Consistently applies position knowledge and skills to produce work of a high standard.
- 2 Consistently applies position knowledge and skills to produce work of a satisfactory standard.
- 1 Experiences some difficulties in applying position knowledge and skills; requires frequent instructions and produces work of a marginal standard.

**Comments/Examples:**

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**Productivity/Quality** - Amount or volume of work produced in a timely manner that is accurate, reliable, complete, precise and thorough; producing high level results as the situation demands.

- 4** Consistently exceeds expectations in producing on-time delivery of high quality results.
- 3** Consistently achieves expectations in meeting deadlines and in producing high quality results.
- 2** Generally achieves expectations in meeting deadlines and in producing high quality results.
- 1** Has experienced some difficulty in meeting deadlines and/or in producing high quality results.

**Comments/Examples:**

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**Productivity/Quantity** - Amount or volume of work produced in a timely manner that is necessary to achieve productivity standards and assure on-time delivery of services.

- 4** Consistently exceeds productivity standards or expectations in assigned activities; consistently completes tasks prior to deadlines.
- 3** Consistently achieves productivity standards or expectations; meeting deadlines as assigned.
- 2** Generally meets productivity standards or expectations; usually meets deadlines as assigned.
- 1** Has some difficulty in meeting productivity standards or expectations; deadlines are often missed.

**Comments/Examples:**

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**Communication/Interpersonal Skills** - Interacting with others in the delivery, exchange, and understanding of written and verbal information and supporting the team effort.

- 4 Conveys information and ideas to others as appropriate and with ease and clarity; maintains excellent working relationships and teamwork.
- 3 Interacts well with others as appropriate and usually has no difficulty in conveying ideas and information; adequately supports the team effort.
- 2 Is able to convey information and ideas to others and maintains some good working relationships; usually displays team work.
- 1 Experiences difficulties communicating with others and does not adequately support the team effort.

**Comments/Examples:**

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**Initiative/Creativity** - Seeking appropriate additional responsibilities and opportunities to develop and/or use new ideas; pro-actively seeks out and participates in continued learning self-improvement activities related to career advancement.

- 4 Self-Starter - acts promptly and independently; actively seeks experience and learns from it; routinely has new ideas; seeks out and follows through independently with career advancement opportunities.
- 3 Needs little supervision; often has new ideas and learns from experiences; participates in career advancement opportunities as recommended.
- 2 Displays a satisfactory level of initiative; occasionally offers new ideas.
- 1 Somewhat lacking in initiative - depends on others for direction; does not attempt to improve and insufficiently learns from experiences; seldom comes up with new ideas.

**Comments/Examples:**

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**Dependability** - Attendance, punctuality, can be counted on for commitment to achieving desired results.

- 4** Attendance and punctuality record is within established guidelines; regularly displays initiative in volunteering for additional tasks and overtime to meet operational needs.
- 3** Attendance and punctuality record is within established guidelines; often displays initiative in volunteering for additional tasks and responds well to requests to work overtime to meet operational needs.
- 2** Attendance and punctuality record is not within established guidelines; generally responds well to assignments and requests to work overtime to meet operational needs.
- 1** Attendance and punctuality record is problematic making it difficult to make additional assignments or to depend on individual for necessary overtime to meet operational needs.

**Comments/Examples:**

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**Organization, Planning, and Follow-Up** - Planning, arranging, and working in an orderly manner. Anticipates possible problems and develops appropriate contingency plans.

- 4 Excellent at planning; organizes and coordinates activities and resources to achieve effective results in all tasks/projects.
- 3 Plans well, maintains good control and produces results on time; can handle most non-routine tasks/projects.
- 2 Organizes and controls routine tasks to achieve satisfactory results; has some difficulty in handling non-routine tasks/projects.
- 1 Weak at planning; experiences difficulty organizing activities to complete routine tasks on time.

**Comments/Examples:**

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**Constituent Services / Relations** – Providing services and responding to constituent needs and expectations in appropriate manner (internal and external customers).

- 4 Documented instances of improved service quality and inter-departmental teamwork exist; always courteous and helpful to internal and external constituents.
- 3 Consistently responds to requests in a courteous and helpful manner.
- 2 Relations with all others are at an acceptable level of courtesy and helpfulness.
- 1 Experiencing some difficulty dealing with others; is sometimes discourteous or lacking in helpfulness.

**Comments/Examples:**

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**Community Relations / Involvement** – Projection of positive image of the Institution in the community at-large and fostering a sense of commitment to community; includes the College, the immediate Community served, as well as throughout N.W. Indiana and the Chicagoland Area.

- 4 Pro-actively seeks opportunities for involvement in civic and community activities promoting Calumet College’s image and concern for the community.
- 3 Willingly participates as requested in civic and community activities which promote Calumet College’s image and concern for the community.
- 2 Periodically, as requested, participates in civic and community activities which promote Calumet College’s image and concern for the community.
- 1 Avoids opportunities to participate in civic and community activities on behalf of the Institution.

**Comments/Examples:**

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**Part I-A: LEADERSHIP / MANAGEMENT ASSESSMENT**

(To Be Completed for each Supervisor and Manager Position)

**Leadership** - Directing and motivating subordinates and others toward accomplishment of goals and objectives.

- 4** Is highly respected by others; able to gain cooperation and support from others; routinely and effectively mentors staff to increase their professional and technical skills and abilities. Defines and communicates the standards of performance to subordinates and coaches them to achieve those standards.
- 3** Frequently demonstrates leadership qualities and can usually gain cooperation and support; provides a supportive mentoring environment for staff to encourage development of their professional and technical skills and abilities. Provides performance feedback to subordinates on an on-going basis throughout the year.
- 2** Has some leadership qualities; sometimes wins support.
- 1** Does not display leadership capabilities.

**Comments/Examples:**

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**Performance Enhancement Goals/College Mission Goals**

List below three to four specific goals to enhance your performance/career aspirations or to support the College's mission in the community.

A.
B.
C.
D.

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**Part III: SIGNATURES**

\_\_\_\_\_  
Signature of Supervisor                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewing Manager                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President/President                      \_\_\_\_\_  
Date

Overall Performance Level: \_\_\_\_\_

(Total Points divided by Number of Performance Expectations Rated)

3.5 - 4.0 = **Exceptional**

2.5 - 3.4 = **Successful**

1.5 - 2.4 = **Developing**

1.0 - 1.4 = **Unsuccessful**

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**Part IV: EMPLOYEE'S COMMENTS**

Include comments concerning your agreement or disagreement with this Performance Report, as well as comments about factors which may have affected your performance.

What can your supervisor do to assist you in the performance of your job?

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What can the College do to assist you in the performance of your job?

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Other comments:

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My signature below is acknowledgement of receipt of this Performance Report.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date