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Preface 1: Welcome

Dear Employee,

Welcome to Calumet College of St. Joseph! We are pleased to have you as member of our College family.

At Calumet College of St. Joseph, we believe that our employees are our most important asset. You are critical to 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, 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 and consistent with applicable law. We are always interested in suggestions regarding improvement, so please let us know your opinion.

Please accept my best wishes for a successful experience at Calumet College of St. Joseph.

Sincerely,

Daniel Lowery, Ph.D.
President
Preface 2: Overview

This Employee Handbook, revised in 2012, 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, expressed 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 or the President’s designee 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 concerns. In the event your supervisor or manager is unable to resolve a problem, he/she will address the matter with the Vice President of Human Resources and/or the President. Your supervisor or manager will then provide feedback to you.
Preface 3: History of Calumet College of St. Joseph

Calumet College of St. Joseph grew from humble origins. In 1951, St. Joseph’s College of Rensselaer, Indiana opened an extension in Lake County, Indiana. It was known as the Calumet Center. Most of its courses were taught in borrowed classrooms provided by Bishop Noll Institute in Hammond and St. 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. In doing so, the institution became the first college in the Calumet Region to offer baccalaureate degrees. At that time, St. Joseph’s College Calumet Campus moved into a new home, a former furniture store in East Chicago. Classes and administrative work were conducted in this building, which served the College well for 15 years and later became the Administration Building.

The East Chicago Campus continued to grow throughout the 1960s. 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 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 deeded its research and development facilities and 256 acres of land to Calumet College. The College moved into its new facilities in January 1976 and is now using the largest of the 23 buildings on the site.

The building underwent an initial $2 million renovation. That and ongoing improvement projects have resulted in a facility that provides an excellent learning environment. The building is efficient and comfortable, and houses a chapel, an art gallery, a Library, a bookstore, and numerous classrooms and meeting rooms. The building is fully accessible to the physically impaired.

Calumet College of St. Joseph’s facilities can serve more than 2,000 students during any given semester. Library holdings have increased to more than 110,000 items. Parking is ample and free.

The curriculum continues to improve, and the College presently offers programs in some 20 fields of study. The College offers services designed to assist new students in adapting to the pressures and problems facing today’s college students, and provides tutoring and mentoring services to ensure student success.

Years before it was fashionable, programs were practical and diverse, encompassing four-year baccalaureate degrees, two-year associate’s degrees, and one-year certificates. Classes are offered during both the day and the evening. Recently, the College added master’s degrees in Public Safety Administration, Education, Quality Assurance and Psychology.

The College is committed to eliminating time and space barriers that impede the pursuit of educational opportunities. Thus, it offers weekend classes, a credit for Life Experience Program, and course offerings at different sites in Northwest Indiana and Chicago. The College’s Accelerated Programs, started in the late ‘80s, now flourish in communities throughout...
Northwest Indiana and Chicago. Adults with two years of college credit can attend class one night each week for approximately 18 months at locations near their homes or places of work to earn a B.S. degree in Organization Management, Public Safety Management, or Management Information Systems. Additionally, online and hybrid courses are now being offered in certain academic programs. The new School of Adult Learning now allows those with little or no college credit to earn their Bachelor’s Degree in as little as five and a half years attending part-time.

Calumet College of St. Joseph has served as many as 1,900 students in a semester. The student population includes one of the largest percentages of minority students of any independent college in Indiana. Nearly half of the students in the College’s master’s, baccalaureate, and associate’s degree programs are of African-American or Hispanic descent. U.S. News & World Report has named Calumet College of St. Joseph as one of the most diverse four-year institution of higher learning in the Midwest every year since 2000.

In the Fall of 1997, the College launched a capital campaign with a goal of $5 million over five years. The campaign exceeded this goal and significantly strengthened the College’s ability to provide high quality educational programs for Northwest Indiana and Northeast Illinois. In the 2000-2001 academic year, the College launched its first intercollegiate athletic program and joined the National Association of Intercollegiate Athletics. The College now competes in 18 sports and has 180 student athletes.

In 2001, the College was reaccredited for 10 years. In 2007, the College was accepted into the Alternate Quality Improvement or AQIP accreditation process.

The first Master’s Degree class in Law Enforcement Administration began in 2002 and graduated in May 2003. Master’s Degrees in Education and Quality Assurance were initiated in 2006 and a Master’s Degree in Psychology was added in 2011.

In 2006, the College initiated a $7 million capital campaign “Changing Lives, Growing the Vision.” There were three components to this campaign: the construction of a student/community activity center, renovation of the 2400 New York Avenue site to include new science and computer labs, and an increase in the College’s endowment. Through the efforts of its family, alumni, and friends, the campaign was successfully concluded in 2011. The student/community activity center, dedicated in 2009, was the first new building in the College’s history and testifies to the ongoing vitality and growth of the institution. Renovation of our vertical campus is scheduled to begin shortly, adding new science labs, art studios, a new bookstore, and other student areas, and the endowment fund has been increased as proposed. This campaign has changed the footprint of our campus.

Meeting the changing educational needs of the community with relevant, career-focused programs delivered in a friendly student-oriented environment is Calumet College of St. Joseph’s formula for success. To this end, two new programs have recently been added to the curriculum: International Studies and Service and General Sciences with concentrations in Sports Science, Life Science, Restoration Ecology and Forensics.

No matter where you happen to be on your road in life, the College has a program for you. Thank you for making us “Your University of Choice.”
Preface 4: Mission Statements

C.PP.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; and
- Pursuing justice ever mindful of the poor and marginalized.

College Mission Statement: Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.PP.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.
Preface 5: Accreditation

Calumet College of St. Joseph is accredited to offer masters, baccalaureate and associate degrees, certificates, and diplomas by the Higher Learning Commission, a commission of the North Central Association. The College has been approved by the State of Indiana Professional Standards Board for the training of elementary teachers and holds membership in a number of state, regional and national education and professional associations including the Independent Colleges of Indiana, the Council of Independent Colleges, and the Association of Catholic Colleges and Universities.
SECTION 1: GENERAL POLICIES

1.1: Equal Opportunity Employment

Calumet College of Saint Joseph provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees.

The College does not discriminate with respect to student services or employment practices based on race or color, religion, national origin, disabilities with physical or mental limitations, medical and genetic conditions, marital status, sex or sexual orientation, age, or pregnancy, childbirth, or related medical conditions.

As a Catholic institution of higher learning, Calumet College of Saint Joseph expects all students and employees to refrain from any comments or actions of a public nature that could be construed as disrespectful to the Roman Catholic Church. Additionally, the College reserves the right to exercise preferences for Roman Catholics in its admissions and employment practices.

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 should report the matter to his/her immediate supervisor and to the Vice President of Human Resources. In the event that the concern involves the President of the College, the individual making the report should contact the Chair of Calumet College of St. Joseph’s Board of Trustees regarding the matter. All complaints will be held in strict confidence.
1.2: 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 job’s 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 Vice President of 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.
1.3: 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 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 a 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; and
- 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 Vice President of Human Resources. In the event that the concern involves the President of the College, the individual making the report should contact the Chair of Calumet College of St. Joseph’s Board of Trustees regarding the matter. 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 unacceptable and will result in corrective disciplinary action, including possible discharge.
1.4: 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.
1.5: Reference and Credit Checks

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

For certain positions, the College may obtain educational verification, credit checks, and/or reports on the employee’s driving record from the Department of Motor Vehicles.
1.6: 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. 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 should be brought to the attention of the Human Resources Department.
1.7: Workplace Searches

Employees should have no expectation of privacy in their workplaces. With probable cause, Calumet College of St. Joseph, at its sole discretion, may 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.
1.8: Graduation Work Day

Commencement is always an exciting event, but the College can only realize the true pageantry and success of commencement if it is managed well. This requires efforts of all faculty and staff.

As a result, commencement is a workday for all faculty and staff. There are particular roles for particular offices, but everyone is expected to participate. Individuals who may have conflicts on the actual day of commencement are encouraged to communicate with their supervisors to see if there are alternative contributions they can make in lieu of participating on the actual day. Employees who do not participate or make arrangements to contribute in other ways will be charged one full vacation day.
SECTION 2: EMPLOYMENT

2.1: 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 reviewing and updating the existing job description as needed.

Approval Process: The hiring manager asks the Human Resources Department to post an opening, providing a job description. The hiring manager should already have the Vice President’s/President’s approval. In providing the new or updated position description, the hiring manager should reference any special requirements that pertain to the position. The Human Resources Department uses this information to guide and coordinate the recruiting process for both internal and external candidates.

Promotion/Transfer: There are times when an opening occurs that someone within the Department might have the required credentials/qualifications. 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 via the Career Services Office and in the Information Center and the College’s webpage. Only the President, at his discretion, may elect to not post an open 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 hiring manager sorts through all of the responses. Each is pre-screened to ensure that the candidates meet the minimum requirements for the position. To this end, 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 the hiring manager coordinates or schedules interviews with those candidates deemed to be most qualified.

Interview with Hiring Manager: The Human Resources Department provides the hiring manager with copies of the candidate’s 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 potential for a good fit with the values, style and chemistry within the workplace environment. The hiring manager is encouraged to involve others within his or her department in the interviewing process.
Determining the Job Offer: The hiring manager, with the approval of the appropriate Vice President, will make the decision as to whom the position will be offered and discuss it with the Human Resources Department. The pay rate for all positions requires pre-approval by the President.

Making the Offer: The Human Resources Department or the hiring manager extends the job offer to the candidate. The Human Resources Department prepares and sends a confirming offer letter to the candidate for review and signing confirming acceptance. Once a position has been filled, the Human Resources Department will notify all the other candidates.

New employees complete an orientation process. A checklist for orientation can be found in the Appendix section.
2.2: 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 and on the College’s website. 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. The transfer will only be made, however, in situations which are mutually beneficial to both the employee and the College.
2.3: 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 than 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 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 who work for the summer or who 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.
2.4: Reduction-in-Work Force

A reduction-in-work force is a period of inactivity considered to be permanent in nature. Staff benefits are handled as follows in these instances.

- The College will continue to provide insurance coverage in effect at that time of the reduction-in-work force for the individual until the end of the month in which the employee leaves employment. After that, the employee will be given notice and may continue coverage by making arrangements in the Human Resources Department to pay the appropriate premiums.

- 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-work 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.
2.5: 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 over which he/she has administrative supervision, 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.
2.6: 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 the 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:

- 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 Vice President of Human Resources for review.
- 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.
- The employee will not be prohibited from participating in the outside remunerative activity until a final decision has been rendered.

Annual Certification: The President and all Vice Presidents shall be required to certify annually that they are in compliance with this policy by signing the same disclosure and acknowledgment form required of the College’s trustees.
2.7: 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 and the relevant law. However, if certain conditions require changes in work schedules, supervisors will inform employees as far in advance as possible.
2.8: 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 a.m. and 2:00 p.m. All employees are expected to follow the lunch schedules and guidelines for their departments.
2.9: Performance Management

The College’s performance management system is designed 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, development, and analysis relevant aspects of their job performance in a dynamic and collaborative manner. The College’s performance management system is oriented towards the growth and development of staff rather than reward and punishment.

Employees will be provided with a clear understanding of their performance goals and expectations. On-going and periodic discussions and feedback will focus on the attainment of performance goals and objectives and support the strengthening of individual skills and personal development goals of employees.

An annual performance appraisal will be completed to formally document individual performance achievements. This annual performance appraisal will be maintained within the employee’s personnel file. The performance appraisal form can be found in the Appendix.
2.10: 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 in 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.

Updating 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 their 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.

Information Release/Verification: Information in the employee’s personnel file is considered confidential and may be released only with the prior written authorization of the employee.
SECTION 3: EMPLOYEE RESPONSIBILITIES

3.1: 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 subject 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 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 Three 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.
3.2: Workplace Attire

Calumet College of St. Joseph desires to have its employees project a professional image in both dress and behavior. Proper grooming and attire do have a positive impact on the College’s image.

Calumet College of St. Joseph’s policy requires casual business attire unless otherwise announced. Male employees are expected to wear neat and clean dress trousers, shirts, and shoes. (T-shirts, sweatshirts, jeans, shorts, and gym shoes are inappropriate except where permitted by Vice Presidential or departmental work rules.) Female employees are expected to wear neat and clean dress skirts, dresses, slacks, tops, and shoes. (T-shirts, sweatshirts, jeans, shorts, and gym shoes are inappropriate except where permitted by Vice Presidential or departmental work rules.)

It shall be the right of each Vice President to make determinations regarding his/her employees’ professional dress. Should employees fail to dress appropriately, they will be asked to assure such attire is not worn again, and/or if such attire is judged to be too inappropriate, the employee may be sent home at the discretion of the Vice President.

Any employee who believes he or she has been singled out for his/her dress and reprimanded or punished for such attire has the right to use the College’s published grievance procedure.

Athletic Department Dress Code: Staff members of the CCSJ Athletic Department should wear the proper attire related to the sport he/she administers. All Crimson Wave coaches and staff are required to wear the school colors and insignias of the College during practices, competitions, recruiting and other sponsored events held by the Athletic Department.

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.
3.3: 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.”
3.4: 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 of Academic Affairs for review under direction of the Institutional Review Board.
3.5: **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 appropriate Vice President.
3.6: 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 of Academic Affairs Office. To reserve any of the conference rooms, arrangements must be made through Catering and Rentals.

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 of Business and Finance. If the equipment or vehicle is damaged, lost or stolen, the employee may be held responsible for replacement.

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 the sender’s name or department. Personal mail should be stamped. 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.

Use of College Letterhead/Logo: Unless explicitly approved on a case-by-case basis by the employee’s supervisor, College stationery is to be used only for official correspondence.

Graphic Standards: The College’s 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.

Computer Use: Computer use is an essential part of many of the College’s activities. 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 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.

Use of College computing resources is for purposes related to the College’s mission of education. All classes of users (i.e., 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.

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, etc.);
The information in some way endangers computing resources or the information of other users (e.g. a computer worm, virus or other destructive program, etc.); 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 is otherwise 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 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 ensure 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;
- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network facilities; and
- Refraining 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 (e.g., 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 unless explicitly approved on a case-by-case basis by an employee’s supervisor basis for volunteer work;
- Academic dishonesty (plagiarism, cheating);
- Violation of software license agreements;
- Violation of network usage policies and regulations; and
- 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.

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 library catalogs, internet accessibility; and
- Writing Labs (first and second floors) – classroom 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 may be 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 cannot 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.
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.
3.7: Identification Cards

An identification card bearing the employee’s picture also serves as a library card. Cards are available at the library services area.
3.8: Social Media Policy

Introduction: At Calumet College of St. Joseph, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. Social media has changed the way we communicate – both as an institution and as individuals. It provides Calumet College of St. Joseph the opportunity to engage in ongoing “conversations” with our students, staff, parents, alumni, colleagues, fans, and friends about what is most important to them, extending the community found on the Calumet College of St. Joseph campus to the Greater Chicago Area and the world.

Calumet College of St. Joseph supports the use of social media by employees to connect with students, faculty, staff, alumni, fans, colleagues, and more. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist all members of the College family in making responsible decisions about their use of social media, the following guidelines pertaining to the appropriate use of social media have been established. Social media is constantly changing. As a result, this policy will continue to evolve.

This policy applies to all employees at Calumet College of St. Joseph.

Definition of Social Media: Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Calumet College of St. Joseph, as well as any other form of electronic communication.

- Social media allows for the easy sharing and re-purposing of existing content, expanding the reach of your work and enabling others to share it with their friends and networks.
- Popular social media services include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, and Flickr.

How Calumet College of Saint Joseph is Using Social Media:

- As an institution, Calumet College of St. Joseph is supportive of social media. Social media enables the College to share what is happening on campus with the world, but more importantly lets us hear directly and immediately from students, faculty, staff, alumni, parents, fans, and friends about what is important to them.
- Many Calumet College of St. Joseph departments and programs have launched official social media presences to communicate with key audiences. This “conversation” is what makes social media so different from traditional forms of institutional communication.

Guidelines for Use of Social Media: Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
Do not impersonate others. Users may not post anything on the Internet in the name of Calumet College of St. Joseph or in a manner that could reasonably be attributed to Calumet College of St. Joseph without prior written authorization from the President or the President’s designated representative. You may not represent any opinion or statement as the policy or view of the Calumet College of St. Joseph or of any individual in their capacity as an employee or otherwise on behalf of Calumet College of St. Joseph.

Identify your views as your own and use a disclaimer. If you do publish a blog or post online related to the work you do or subjects associated with Calumet College of St. Joseph, make it clear that you are not speaking on behalf of Calumet College of St. Joseph. It is best to include a disclaimer such as "The views expressed on this [blog, web site] are mine alone and do not necessarily reflect the views of Calumet College of St. Joseph." This is particularly important if you could be perceived to be in a leadership role.

Respect all copyright and other intellectual property laws. For Calumet College of St. Joseph’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including Calumet College of St. Joseph’s own copyrights, trademarks and brands.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use Calumet College of St. Joseph email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Always be fair and courteous to fellow employees, students, faculty, alumni, parents, fans, or competitors. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing the College’s Open Door Policy than by posting complaints to a social media outlet. Do not post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, co-workers, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or College policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Calumet College of St. Joseph, fellow employees, students, faculty, alumni, parents, fans, or competitors.

Maintain the confidentiality of private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal College-related confidential communications. Follow applicable federal requirements such as the Family Educational Rights and Privacy Act (FERPA), the Health Information Privacy Act (HIPAA), as well as the National Association of Intercollegiate Athletics (NAIA) regulations. Respect financial disclosure laws. Do not create a link from your blog, website or other social networking site to a Calumet College of St. Joseph website without identifying yourself as a College employee.
Express only your personal opinions. Never represent yourself as a spokesperson for Calumet College of St. Joseph. If Calumet College of St. Joseph is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Calumet College of St. Joseph, fellow employees, students, faculty, alumni, parents, fans, or competitors.

- A good philosophy for comments is to encourage thoughtful discussion, debate and differing viewpoints, with the understanding that all comments made must be civil, respectful, and appropriate for your audience. If comments are lewd, libelous, incite violence, or are otherwise hurtful or hateful speech directed at either individuals or groups, Calumet College of St. Joseph reserves the right to delete or report such comments.

- Employees should avoid harming the image and integrity of Calumet College of St. Joseph and any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers. Participation in social computing on behalf of Calumet College of St. Joseph is not a right but an opportunity and the College reserves the right to remove those comments that are offensive, abusive, or could portray Calumet College of St. Joseph negatively.

- If the content of your post would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?

- You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene as defined by the courts. Be sure that what you post today will not come back to haunt you.

Collecting User Information: Calumet College of St. Joseph departments and programs should not use social media sites to collect personal information of users, as their terms and conditions, as well as state and federal law, impose significant requirements and restrictions on the collection of personal information of users. In the case of minors, significant additional penalties can apply to violations.

Social Media Privacy Protections: Calumet College of St. Joseph has an interest in the backgrounds and public profiles of job candidates and employees. As a member of the public, the College may monitor and investigate what is publicly available. Calumet College of St. Joseph provides this policy guidance to balance privacy with the institution’s interests.

Calumet College of St. Joseph may not coerce job candidates or employees into providing access to their personal social media accounts. This includes shoulder surfing, force-friending, and any other method that would monitor or investigate personal information not accessible to the general public. For example, even if the job candidate or employee is looking at a social network on their work computer, the employer still could not force that employee to disclose a password, because that would allow the employer to access another computer (i.e., that of the social network). This protection would extend to personal email accounts, photo sharing sites, and an employee’s own smart phone. Obtaining unauthorized access to employees’ social media accounts is prohibited. Employees are also prohibited from discussing wages, hours, or working conditions through their social networks.
Media Contacts: Employees should not speak to the media on Calumet Colleges of St. Joseph’s behalf without contacting the President’s Office. All media inquiries should be directed to the President’s Office or the President’s designee.

Calumet College of St. Joseph prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
3.9: *Lost and Found*

Items that are lost or found are to be reported to the library desk.
3.10: Chapel

The chapel is open to all employees daily for meditation and prayer. A Mass schedule is posted outside the chapel. Opportunities for morning prayer and celebration for daily Mass are offered daily and times are posted outside the chapel. Notices of special Masses or functions are posted on campus bulletin boards and are also sent to each department.
3.11: Bulletin Boards

Some of the College bulletin boards are restricted for special purposes or for designated departments. Use of restricted bulletin boards requires the advance approval of the appropriate administrator. Use of general bulletin boards is for announcements of interest or importance to the College community.
3.12: 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. 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.
3.13: Gift Acceptance

Administrators and staff accepting external gifts on behalf of the College must consult with the Development Office prior to accepting any gift. The Development Office will coordinate gift-related correspondence and activities.
3.14: Emergencies

Fire: Calumet College of St. Joseph has established evacuation procedures that all employees are expected to follow in the event of an emergency, including fires, 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:

- In case of fire, activate the nearest fire alarm pull station. Take appropriate precautions to ensure your personal safety.
- **Call 911 while leaving the building.** 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.
- Evacuate the building by the nearest exit. **DO NOT USE ELEVATORS.** Follow the directions of the Floor Marshalls. If individuals with a disability cannot safely evacuate the building, assist them to the elevator lobby on that floor. Alert emergency personnel of their location. (See Emergency Evacuation Plan for details.)
- Once outside, go to the designated rallying 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.
- **DO NOT RETURN TO THE EVACUATED BUILDING** until authorized by the Fire Department or Campus Security.
3.15: Medical Emergencies

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

- Dial 911 from an office phone or cellular phone; or
- Locate the nearest College Emergency Red Telephone to report the incident (located on the 2nd, 3rd, and 4th floors); or
- Dial extension 224 on the nearest College phone to notify the Information Center which, 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 V.P. of Facilities and Security (cell 219-644-6595) within twenty-four (24) hours by the person or persons involved. An Incident / Accident Report must be filled out in all cases.

Medical emergencies which require transport must be handled through 911. Transport by private vehicles is prohibited.
3.16: 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.
3.17: 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 for preparing and distributing 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.
3.18: 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 their Vice President before submitting a proposal. Signatures of the President and Vice President of Business and Finance should be included and may be required on the proposal.
3.19: Fundraising

The Development Office has primary responsibility for fundraising. Administrators and staff with sources of gifts and suggestions should consult with the Development Office, which coordinates such contracts and activities.
3.20: Political Activities

The College encourages administrators and staff to participate in political and governmental activities of their home communities under conditions which assure that the College will not be drawn into political activities or otherwise suffer from the employee’s involvement.
3.21: Alumni News

Administrators and staff with newsworthy information concerning graduates should consult with the Director of Alumni Relations.
3.22: Smoke Free Campus

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, Calumet College of St. Joseph is a smoke-free campus. This includes all College buildings, grounds, and parking lots.

Violators may be subject to disciplinary action.
3.23: Drug and Alcohol Policy

Calumet College of St. Joseph is committed to providing a safe and productive work environment for its staff and students. For this reason, the College is committed to maintaining a drug and alcohol-free workplace for employees and students.

Drug and Alcohol-Free Workplace Policy: The following actions are prohibited at the College facility or while engaged in College related activities. The Drug-Free Workplace Policy prohibits the illegal use, sale, transfer, dispensing, distribution, possession, unlawful manufacture, or being under the influence of controlled substances while on the job or on the College’s premises. These include, but are not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates.

- Any such controlled substances found on the College’s premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand, and warning, or termination.
- All faculty, staff, and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.

Calumet College of St. Joseph’s Statement on Alcohol: Except for limited circumstances approved by the President (i.e., services in the Chapel, Board of Trustee meetings, St. Joseph Society, and Christmas parties), the possession and/or use of alcohol on the job or on College’s premises is prohibited. Being under the influence of alcohol on the College’s premises is also prohibited.

Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on the College’s premises. Violators will be subject to disciplinary action up to and including termination.

Impairment Related to Drug or Alcohol Use: College employees who are impaired will not be allowed to continue working or remain in the workplace. Impairment is defined as a condition which:

- Affects the employees ability to perform his or her job;
- Endangers the safety of an employee or others;
- May cause equipment or property damage; and
- May otherwise expose the College to a potential liability.

Such impairment when caused by alcohol, drugs, or controlled substance abuse is a violation of this policy. The College reserves the right to make a search of its premises and other owned property if a violation of this policy is suspected. The College also reserves the right to search the property of employees on College premises when there is a reasonable belief that there has been an abuse of a controlled substance or alcohol or a violation of this policy.
Drug and Alcohol-Free Awareness Program: Calumet College of St. Joseph is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students under their jurisdiction have access. Topics for this program may include, but are not limited to:

- College drug-free workplace policy;
- Health effects of controlled substances and drug abuse; and
- Community resources for employee and student rehabilitation from drugs or controlled substance abuse.

Indiana and Federal Laws: In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved, the offender’s past record for such offenses, and a variety of other factors.

- Fines up to $10,000 (Indiana);
- Fines up to $4 million (federal);
- Imprisonment up to 50 years (Indiana);
- Imprisonment up to life (federal); and
- Confiscation of property.
Section 3:24

3.24: Unauthorized Solicitations

From time to time we experience unauthorized solicitations in our buildings. Should an employee see any individuals engaged in “door-to-door” solicitations, please ask them to leave the College and contact Security or the President’s Office.

Periodically, we permit student organizations and/or outside organizations to operate a table within our College building for the convenience of students and staff. We will continue to permit these organizations to sell their products and raise funds in this way, but we will not permit individuals to engage in door-to-door solicitations and interrupt the orderly business of the College.

Should an employee have a question regarding a visit from an outside organization, he or she should contact his/her Vice President.
SECTION 4: SALARY ADMINISTRATION

4.1: 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 (i.e., 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 execute its strategies successfully.
- 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.
4.2: 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 compensate its workforce fairly 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.
4.3: Time Cards, Exempt Time-Off Reports, and Nonexempt (time sheet) Employees

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 are required to record their time worked and their 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 also required to initial the change. 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.
4.4: Payroll and Paychecks

Payroll Period: Employee classifications that are required to submit time sheets to either their supervisor or the Human Resources Department 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 Human Resources Department. Employees are personally responsible for notifying and submitting 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 in the Mailroom.

Error on Paycheck: If an error has been made in the calculation of pay, it should be reported immediately to the employee’s supervisor who will handle the matter with the Human Resources Department.

Lost or Stolen Paycheck: In the event that a paycheck is lost or stolen, the employee must notify his/her supervisor immediately. The supervisor will notify the Human Resources Department. 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. If the College is unable to stop payment on a payroll check, the employee will be responsible for the loss.
SECTION 5: TIME OFF AND BENEFITS

5.1: Benefits

Calumet College of St. Joseph offers a comprehensive benefits package to full-time employees. The following is a brief review of our benefit options. This listing does not constitute a contract. The College reserves the right to make changes in the employee benefits it provides as needed.

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, and its 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 the employee’s 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.

Prescription Coverage: Prescriptions filled at network pharmacies are covered at 100 percent in excess of co-payment schedule. Prescriptions filled at pharmacies that are not part of the network are covered at 50 percent, with a minimum charge that is equal to the in network Tier 3 copay.

Long-Term Disability: Full-time employees who cannot work due to serious injury or illness are covered under the Guardian Long-Term Disability Program. Such employees will receive 60 percent 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.
5.2: 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 six (6) 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 become eligible after completing their probationary period.
5.3: Tuition Remission/Grants

Full-Time Employees:

- Regular full time employees of the College and their spouses and dependent children up to age 26 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.
- 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.
- This benefit is 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.
- All employees who want to receive the tuition benefit must complete a FAFSA whether or not they are full- or part-time students. Indiana employees who desire to go to school full time must fill out a FAFSA by March 1st in order to receive the College’s tuition benefit. If that deadline is not met, the employee, his or her spouse, and/or his or her dependents will forfeit their full-time tuition benefit for an entire academic year.
- All applications must be submitted to the Financial Aid Office the first week of class in order to receive the benefit for that semester. Late applicants will not receive the benefit for that semester. The cost of tuition would then be the employee’s responsibility.
- Employees, their spouses, and/or their dependents cannot be registered for class until one week prior to the start of class.
- By signing the application form for the benefit, the employee will be consenting to payroll deductions in equal installments if the tuition bill is not paid in full prior to the start of class.
- No employee, spouse, and/or dependent will be allowed to register for a new semester if they have a balance.

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. 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.
5.4: 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 purchase personal computer equipment. The following procedural rules will apply:

- The initial allocation of funds available for this program will be $25,000. These funds will be made available on a first-come, first-serve basis.
- Full-time employees may borrow up to $2,000 to acquire personal computer equipment.
- The loan must be repaid through payroll deductions of $50 per pay period until the loan is paid in full.
- Individuals wishing to access these funds must contact the Vice President of Business and Finance to indicate their intentions to acquire computer equipment and their intentions to secure a College loan to acquire the desired equipment.

There are two ways to utilize loan funds. The first is for the employee to purchase the equipment. This is a preferred and quicker method:

- Purchase the equipment;
- Present the receipts, loan request form, and repayment agreement to Accounting Services;
- Accounting Services will submit repayment form to the Human Resources Department;
- Accounting Services will submit receipts and loan request form to Accounts Payable; and
- A reimbursement check will be issued to employee within two weeks.

In the second method, the College purchases the equipment.

- Employee submits price specifications and loan request form to Accounts Payable for purchase; and
- Upon arrival of equipment, the employee will take payment information to Accounting Services with the repayment agreement, which also goes to the Human Resources Department.

Money for this purpose can only be used to acquire personal computer or electronic equipment. Computer loan funds may not be spent for any other purpose other than the acquisition of computer hardware and software.

The computer loan request form is available in the Appendix.
5.5: Library Use

The employee’s identification card serves as the library card for checkout of library materials, including inter-library loans.
5.6: 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 Department the statement or check received from the court 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.
Section 5:7

5.7: 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 Vice President. 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.
5.8: Uniformed Services (i.e., military) 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.
5.9: Indiana Military Family Leave Act

The Indiana Military Family Leave Act went into effect July 1, 2007. The Act permits certain relatives of military personnel to take an unpaid leave of absence of up to 10 working days if a relative is ordered to active duty. The Act requires employers to continue the employee’s health care benefits at the employee’s expense and reinstate the employee when the leave ends. Employers that violate the act can be ordered to provide any “equitable relief that is just and proper under the circumstances.” This could include reinstatement of terminated employees and back pay.

Employees who have been with the College for at least 12 months are eligible. They must have worked at least 1,500 hours during the 12 months before the leave begins. This leave applies to spouses, parents, grandparents, or siblings of a person who is ordered to full-time active duty for a period that exceeds 89 consecutive calendar days.

Employee Benefits: An eligible employee is entitled to take up to 10 days of unpaid leave during the thirty (30) days before and after the soldier is on active duty, and while the soldier is on leave during active duty. Employees can take up to 10 days of leave per year under the Act, so an employee is not entitled to additional leave if another relative is called to active duty. Employees must be permitted to continue healthcare benefits at the employee’s expense while on leave.

The Act entitles employees to ten (10) days of leave on the rolling twelve (12) month basis permitted under the Family and Medical Leave Act. Employees may use the days in increments of less than ten (10) days at a time.

After an employee takes leave under the Act, an employer is required to restore the employee to the position the employee held before taking leave or an equivalent position. An employer is not required to reinstate an employee if the employer proves that the reason the employee was not reinstated is unrelated to the employee’s leave.

Employer Rights: Under the act, an employee is required to give at least thirty (30) days notice before the date on which the employee intends to begin leave unless the soldier’s orders are issued less than thirty (30) days before leave is to begin. Further, an employer may require the employee to verify eligibility for the leave and may consider an employee’s absence from employment unexcused if verification is not provided.

Employees are required to use any paid vacation leave, personal leave or other paid leave while on leave under the Act. They are not required to use any paid medical or sick days.

This benefit is for employees who work in Indiana regardless of their residency.
5.10: 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 spouse or domestic partner, both employed by the College, are entitled to a leave under items 1 or 2 above, or for the care of a sick parent in item 3 above, they can each take 12 weeks within 12 months.

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Any request for a leave under items 3 and 4 above must be supported by FMLA documentation, to be completed in part 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).

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. The documentation described in the above paragraph must be completed and approved prior to an employee’s absence. Failure to do so will result in suspended pay until the appropriate documentation is received. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

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.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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.

Pay during Family Medical Leave: 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. Employees using FMLA for the care of a sick family member cannot use their sick days.

Should an employee on leave exhaust all accrued sick days and vacation days before the end of the twelve week period, Calumet College of St. Joseph will continue to compensate the employee at a rate of 60 percent of salary until such time determined by the appropriate health care provider.

If the College is closed for a holiday or inclement weather day, those days will not count against the employee’s accrued sick, vacation, or personal days.

The employee will not accrue sick or vacation pay during time periods covered under the Family Medical Leave Act.

The US Department of Labor’s “Employee Rights & Responsibilities” poster can be found in the Appendix.
5.11: 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.
5.12: 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.
5.13: 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.
5.14: Sick Pay/Income Protection Policy

Calumet College of St. Joseph recognizes that employees may, from time to time, schedule medical appointments or 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 (i.e., 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. Part-time employees accrue 0.5 days per month, with a maximum of 12 workdays.

In the event of an employee’s absence from work due to a medical appointment, personal illness, accident, or injury, the employee’s regular pay will be continued at 100 percent 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 percent 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 (i.e., 90 calendar days/72 work days), Calumet College of St. Joseph will continue to compensate the employee at a rate of 60 percent 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 percent 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 percent 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.

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.
5.15: 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.

When an observed holiday falls on a weekend, an alternative may be designated by the President.

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.
5.16: Vacation

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

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:

<table>
<thead>
<tr>
<th>MONTH</th>
<th>1-4 Years Eligible for 12 Days</th>
<th>5-9 Years Eligible for 17 Days</th>
<th>10+ Years Eligible for 22 Days</th>
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<tbody>
<tr>
<td>JANUARY</td>
<td>1</td>
<td>1.42</td>
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<td>OCTOBER</td>
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<td>NOVEMBER</td>
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<tr>
<td>DECEMBER</td>
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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.

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<tr>
<th>MONTH</th>
<th>Eligible for 22 Days</th>
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<td>JANUARY</td>
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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.

Regular part-time support staff (i.e., non-exempt employees) who 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 up to a maximum of 11 days for an employee who has completed his/her ninety (90) day probationary period.

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<tr>
<th>MONTH</th>
<th>1-4 Years Eligible for 6 Days</th>
<th>5-9 Years Eligible for 8.5 Days</th>
<th>10 + Years Eligible for 11 Days</th>
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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.

<table>
<thead>
<tr>
<th>MONTH</th>
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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.

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<thead>
<tr>
<th>MONTH</th>
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<td>DECEMBER</td>
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</table>
5.17: Terminal Vacation Pay

The College will pay the employee for all accrued but unused vacation at the time of termination or retirement. Sick or personal days, such as those earned as mentors, will not be paid upon termination or retirement.

Terminal vacation pay is paid at the final hourly rate exclusive of any differential pay.
5.18: Volunteer Service Policy

In order to live our mission to promote the inherent dignity of all people, social justice, and an ethic of service, Calumet College of St. Joseph has established a policy to encourage all employees to volunteer.

Calumet College believes volunteering can garner the following benefits: improve relationships with the surrounding community, improve its public image, improve leadership and interpersonal skills of its employees, increase sense of self-worth for the employees, support the quality of life in the community, and give capacity to provide community services that otherwise might not be possible.

The policy is as follows:

- Subject to approval all employees can be allocated up to three (3) hours of release time, during normal employee work hours, per month to volunteer for a non-profit agency. The non-profit service must not contradict Calumet College’s mission and values.
- The employee must receive prior approval from his/her immediate supervisor and provide proof of the volunteer time completed.
- The employee will not receive overtime pay or compensatory time for his/her volunteer activities.
- The employee must complete absence request form and turn the form into the Human Resource Department.
SECTION 6 – PROBLEM RESOLUTION

6.1: 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 their ideas and suggestions with their immediate supervisors. Employees should check back with their immediate supervisors 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 should 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:

- 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 the Vice President of Human Resources, normally within a few days.
- The appropriate Vice President and Vice President of 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.
- After reviewing the recommendation of the committee and ensuring that due process has been provided, the President will make a decision regarding the problem. The President’s decision is final.

There may be occasions when an employee cannot take a particular problem to his/her immediate supervisor. In these instances, the employee should make an appointment to speak to the appropriate Vice President and/or Vice President of Human Resources about the matter.
It is the responsibility of the immediate supervisor, appropriate Vice President and the Vice President of 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.
6.2: 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, 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; and
- 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;
- Sleeping while on duty;
- Using equipment, materials or supplies in an unauthorized or wasteful manner, (i.e., 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 the work rules or policies included in this document;
- 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 Vice President of 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

7.1: 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.
7.2: 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.
7.3: 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 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.
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 ________, 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)
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.
Orientation Checklist

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tr>
<td>Job Title</td>
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</table>

- Application
- Appointment letter or Contract
- Resume
- Direct Deposit Form
- Background Clearance
- Reference Check
- W-4 Form
- I-9
- Two forms of ID
- College Handbook
- Handbook Receipt Form
- Insurance Table
- Anthem Blue Cross Blue Shield Info Packet
- Guardian Life Insurance Info Packet
- AFLAC Info Packet
- TIAA-CREF Retirement Packet
- College ID
- College Tour
- CCSJ Alerts Instructions
- Empower Login Instructions

Signature    Date
Calumet College of St. Joseph
Performance Appraisal

Part A: Identifying Information:

Name: ____________________
Department: ________________
Position: _________________

Part B: Appraisal Standard:

The successful employee will effectively perform the elements of his or her position description. He or she will also take steps necessary to complete objectives identified on his or her position description. Successful performance means: (1) managing assigned work in a realistic manner which results in its completion within reasonable timeframes; (2) contributing in a positive way to the accomplishment of institutional objectives; and (3) duly considering priorities in planning and performing assigned duties. It also requires the completion of assigned work in a cooperative and professional manner.

The employee’s job description will serve as the basis for ongoing discussions regarding the employee’s performance.

Part C: Communication of Appraisal Standard:

Date: ______________________
Supervisor’s Signature: ______________________
Employee’s Signature: ______________________

Part D: Informal Performance Discussion:

Date: ______________________
Supervisor’s Signature: ______________________
Employee’s Signature: ______________________

Part E: Formal Performance Appraisal:

Time Period Covered: __________ to __________

(   ) Employee’s job performance is fully satisfactory.

(   ) Employee’s job performance is unsatisfactory. (Performance improvement plan must be completed within 30 days.)

Date: ______________________
Supervisor’s Signature: ______________________

2nd Supervisor’s Signature: ______________________
Employee’s Signature: ______________________

Do you wish to have an Individual Development Plan prepared? (   ) yes (   ) no
Calumet College of St. Joseph

Performance Improvement Plan

Name: ____________________________

Part A: Identifying Information:
Department: _______________________

Part B: Description of Job Task(s) in Which Job Performance is Determined to Be Unsatisfactory:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Part C: Criteria Against which the Employee's Job Performance Will Be Assessed:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Part D: Assistance/Training that Will Be Provided:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Part E: Approvals and Receipt:
Supervisor’s Signature: ________________________ Date: _________________
2nd Supervisory Signature: ________________________ Date: _________________
Employee’s Signature: ________________________ Date: _________________
**Part F: Disposition:**

<table>
<thead>
<tr>
<th>Performance Improvement Plan Terminated:</th>
<th>Supervisor's Signature and Date</th>
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<tbody>
<tr>
<td>Performance Improved to Satisfactory Level:</td>
<td>2nd Supervisory Signature and Date</td>
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</tbody>
</table>

Performance Improvement Plan Extended

| Through ___________ (Date): | Supervisor's Signature and Date |

Performance Improvement Plan Closed-Out;

| Performance Not Improved to Satisfactory Level: | Supervisor's Signature and Date |

| 2nd Supervisory Signature and Date |
## Calumet College of St. Joseph
### Individual Development Plan

#### Part A: Identifying Information:

<table>
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<th>Name:</th>
<th>Position:</th>
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#### Part B: Education:

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<th>Major Course of Study in College:</th>
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<th>College Degree(s):</th>
<th>Training Courses Taken in Last 3 Years:</th>
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#### Part C: Employment History:

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<th>Date: From To</th>
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<th>Date: From To</th>
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#### Part D: Career Objectives:

- **Short-term (1 to 3 years):**  
  -  
  -  
  -  

- **Long-term (more than 3 years):**  
  -  
  -  
  -  

**Knowledge/Skills/Abilities Needed to Achieve Short-term Objectives:**  
-  
-  
-  

#### Part E: Developmental Work Experience Requested:

-  
-  
-  
-  

#### Part F: Developmental Education and Training Activity Requested:

-  
-  
-  
-  

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*CCSJ Employee Handbook Appendix July 1, 2013*
## Part G: Signatures and Approvals:

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<th>Approval Status</th>
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<td>☐ Approval Recommended</td>
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<tr>
<td>2nd Supervisory Signature</td>
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<td></td>
<td>☐ Not Recommended</td>
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</tbody>
</table>

☐ Plan Approved

☐ Plan Not Approved
Calumet College of St. Joseph
Request to Use Computer Loan Fund

Your University of Choice

Directions: Please complete the following Computer Loan Fund form in order to reserve funds for your computer. Once the request is approved by the Business and Finance Department, you may either purchase the equipment yourself or have the College purchase the equipment for you. For full instructions, please refer to your Employee Handbook.

Name: ____________________________

Department: ____________________________

Describe equipment to be purchased, or attach documentation:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Equipment to be purchased by: ☐ Employee ☐ College

Funding level requested: ____________________________

Submitted by:

________________________________________________________________________________________

Name ____________________________ Date ____________________________

Approvals

________________________________________________________________________________________

VP, Business & Finance ____________________________ Date ____________________________

________________________________________________________________________________________

Vice President of Human Resources ____________________________ Date ____________________________

CCSJ Employee Handbook REVISED 7-20-12.docx
EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-
protected leave to eligible employees for the following reasons:
- For incapacity due to pregnancy, premature medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption
  or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has
  a serious health condition; or
- For a serious health condition that makes the employee unable to
  perform the employee’s job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or
or call to active duty status in the National Guard or Reserves in support of a
contingency operation may use their 12-week leave entitlement to address
certain qualifying exigencies. Qualifying exigencies may include attending
a military event, arranging for alternative childcare, addressing certain
financial and legal arrangements, attending counseling sessions, and
attending post-deployment family briefings.

FMLA also includes a special leave entitlement that permits eligible
employees to take up to 26 weeks of leave to care for a covered
servicemember during a single 12-month period. A covered servicemember is
either a member of the Armed Forces, or a member of the
National Guard or Reserves, who has a serious injury or illness incurred in
the line of duty on active duty that renders the servicemember medically
unfit to perform his or her duties for which he or she was a member when
incurred medical treatment, recuperation, or therapy; or in outpatient status; or on
the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee’s health
coverage under any “group health plan” on the same terms as if the employee
had continued to work. Upon return from FMLA leave, most employees
must be restored to their original or equivalent positions with equivalent pay,
benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that
accrued prior to the start of an employee’s leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at
least one year, for 1,250 hours over the previous 12 months, and if at least 50
employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or
mental condition that involves either an overnight stay in a medical care
facility, or continuing treatment by a health care provider for a condition that
either prevents the employee from performing the functions of the
employee’s job, or prevents the qualified family member from participating
in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be
met by a period of incapacity of more than 3 consecutive calendar days
combined with at least two visits to a health care provider or one visit and a
regimen of continuing treatment, or incapacity due to pregnancy, or
incapacity due to a chronic condition. Other conditions may meet the
definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave
may be taken intermittently or on a reduced leave schedule when medically
necessary. Employees must provide notice to the employer of the nature of the
treatment or medical condition.

Substitution of Paid Leave for Unpaid Leave
Employees may choose to use accrued paid leave while taking FMLA leave.
In order to use paid leave for FMLA leave, employees must comply
with the employer’s normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA
leave when the need is foreseeable. When 30 days notice is not possible, the
employee must provide notice as soon as practicable and generally must
comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to
determine if the leave may qualify for FMLA protection and the anticipated
timing and duration of the leave. Sufficient information may include that the
employee is unable to perform his or her duties for which he or she was a
member when
perform daily activities, the need for hospitalization or continuing treatment
by a health care provider, or circumstances supporting the need for military
family leave. The employee must inform the employer if the leave is for a reason for which FMLA leave was previously taken or certified.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they
are eligible under FMLA. If they are, the notice must specify any additional
information required as well as the employee’s rights and responsibilities.

If they are not eligible, the employer must provide a reason for the denial.

Covered employers must inform employees if leave will be designated as
FMLA-protected and the amount of leave counted against the employee’s
leave entitlement. If the employer determines that the leave is not FMLA-
protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:
- Interfere with, restrain, or deny the exercise of any right provided under
  FMLA;
- Discharge or discriminate against any person for opposing any practice
  made unlawful by FMLA or for involvement in any proceeding under or
  relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or
may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or
supervise any State or local law or collective bargaining agreement which
provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered
employers to post the text of this notice. Regulations 29
C.F.R. § 253.500(a) may require additional disclosures.

For additional information:
WWW.WAGEANDHOUR.DOL.GOV

CCSJ Employee Handbook Appendix July 1, 2013