

CONCORDIA COLLEGE-SELMA

# STAFF HANDBOOK

2011-2012



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Concordia College-Selma prepares students through a Christ-centered education for lives of responsible service in the church, the community, and the world.

CONCORDIA COLLEGE MISSION STATEMENT

Concordia College-Selma will be a diverse, global institution of excellence, and a leader in developing intellectual, spiritual and moral leaders of Christ-centered justice.

CONCORDIA COLLEGE VISION STATEMENT



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# WELCOME TO CONCORDIA COLLEGE!

As your employer at Concordia College, we want to introduce ourselves.

Concordia College-Selma was founded as Alabama Lutheran Academy and Junior College in 1922. Our name was changed to Concordia College on July 1, 1981.

Concordia College-Selma is one of ten colleges and universities in the Concordia University System, governed by the Board of Directors of The Lutheran Church—Missouri Synod. While part of the system, we operate as an independent college with a president who carries out policies as directed by our Board of Regents. Concordia College reports to both the Board of Regents and the Concordia University System.

In a document titled “An Introduction to The Lutheran Church—Missouri Synod”, authored by Dr. Samuel Nafzger, Executive Director of the Commission on Theology and Church Relations of The Lutheran Church—Missouri Synod, our basic belief as a church is found in the following statement:

*Simply stated, The Lutheran Church—Missouri Synod believes, teaches, and confesses that in Christ alone is there salvation—by grace alone, through faith alone, on the basis of Scripture alone. To share this message with the world is the mission of the church and the reason for its existence.*

At Concordia College we have established our mission, vision, and core values based on our belief and our relationship with The Lutheran Church—Missouri Synod, in Christ’s Salvation.

# OUR MISSION

CONCORDIA COLLEGE SELMA PREPARES STUDENTS THROUGH A CHRIST-CENTERED EDUCATION FOR LIVES OF RESPONSIBLE SERVICE IN THE CHURCH, THE COMMUNITY, AND THE WORLD.

Concordia College is an historically black, four-year, coeducational college, where the Christian faith as taught from the Holy Scriptures and subscribed to by the Lutheran Church—Missouri Synod provides the foundation for all programs, activities, and relationships. Concordia’s student body represents a diversity of geographic, ethnic, and socioeconomic backgrounds. Concordia’s faculty and administration are sensitive and responsive to the needs of its student body and surrounding community.

Concordia’s traditional liberal arts curriculum provides the framework necessary for analysis and problem solving in society, while the fine arts enlighten and enrich the human spirit. Additionally, the college provides activities and programs that promote the development of common service and sensitivity to the dignity and worth of each individual. Its Christian campus atmosphere is also supported by such activities as spiritual and academic services and programs, intercollegiate and intramural athletics, and participation in various organizations and clubs.

The guiding principle of Concordia is to “educate its students in accord with the teachings of the Christian faith for lives of responsible and effective service in the church, the community, and the world.” To achieve this, Concordia engages students in programs and activities that identify and meet spiritual, academic, social, and physical needs. Included are:

- Challenging and rigorous academic programs leading to an Associate of Arts degree or a Bachelor’s degree in business administration, early childhood, or elementary education;
- Enrichment activities, tutorial services, and preparatory courses for the under-prepared student;

- Counseling and testing, career planning services, job placement assistance, and intervention programs in substance abuse and other problems;
- Regular chapel worship experiences, opportunities for Bible study, dormitory devotions, and spiritual counseling; and
- Involvement in extracurricular activities and participation in various community services and activities.

## OUR VISION

CONCORDIA COLLEGE SELMA WILL BE A DIVERSE, GLOBAL INSTITUTION OF EXCELLENCE, AND A LEADER IN DEVELOPING INTELLECTUAL, SPIRITUAL, AND MORAL LEADERS OF CHRIST-CENTERED JUSTICE.

An excellent and affordable Christian college of approximately 700 students that is ranked among the top southeastern institutions because of the quality of its programs and services, the caliber and performance of its students and staff, and its efforts to assist the first generation and under-served—an institution that graduates well-prepared people for responsible service in our church, community, and world.

## OUR CORE VALUES

- We believe that Concordia College is a dynamic learning community, distinguished by excellence in teaching, allowing citizens to develop to the full extent of their ability, to succeed in a competitive work environment, to work in church and missions throughout the world, and to be effective life-long learners.
- We believe that Concordia College provides an enriching learning environment which meets the needs of its diverse population through its faculty and staff, student support systems, access to technology, and community outreach.
- We believe that Concordia College serves as the critical link for economic and workforce development to improve the prosperity of our region through partnerships with schools, businesses, government, and community organizations
- We believe that the most important resources of Concordia College are the faculty and staff members, who work in a supportive collegial family-like environment that rewards excellence, provides opportunities for professional development, encourages involvement in the decision-making process, and provides equitable compensation and amenities.
- We believe that students achieve their learning goals best through Concordia College's responsive and effective support services, learning resources, current technologies, and information systems.
- We believe achieving of the mission and purpose of Concordia College requires an effective system of communication to and from both internal and external constituencies.
- We believe that Concordia College is committed to rigorous stewardship of the resources entrusted to its care.
- We believe that it is essential for Concordia College to regularly assess the impact and outcomes of its efforts for continuous improvement.

# PURPOSE OF THE STAFF EMPLOYEE HANDBOOK

The purpose of this handbook is to familiarize employees with the personnel policies and benefits that are generally applicable to Concordia College Staff. It generally does not apply to faculty members or to student employees, although some policies may apply to all employee groups.

The information presented in this handbook is a guide and general summary of College policies and practices. For more detailed information, you should contact the Human Resources Department. The information presented in this handbook supersedes information published in previous handbooks.

Because no two employment situations are ever exactly alike, College policies must have some flexibility. There are times when rigid policies can be as unfair as no policies at all. Because the College seeks to treat employees fairly, it may modify policies summarized here on occasion when it determines that the circumstances warrant special consideration.

The policies summarized in this handbook and any other policy summaries that may be issued, changed, or deleted from time to time in the future, are adopted voluntarily by the College and are not intended to infer contractual rights or obligations.

As your employer we also reserve the right to change wages, change or eliminate benefits, and terminate any particular employment relationship for any reason at any time.

To the extent that any policy may conflict with federal, state, or local laws, the organization will abide by the applicable federal, state, or local law.

Concordia College believes that each person's work at the College is important, valued highly, and contributes to its mission and purpose. As we work together, applying ourselves faithfully to our tasks, may the Lord be with us and use us to accomplish His purpose.



# YOUR EMPLOYMENT

1. You have been selected as an employee based on an available position; your experience, skills, references, personal interview; and your stated desire to do a good job. Your position is summarized in a position description provided to you. You have been selected because you are qualified and have the ability to learn and perform the job to which you have been assigned.

Concordia College strives to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal opportunity rules, regulations, and governing bodies.

Concordia College will not discriminate against or harass any applicant or employee in our hiring, compensating, promoting, or terminating practices because of race, color, national or ethnic origin, disability, age, or sex (except where ministers of religion are required). However, as an entity of The Lutheran Church—Missouri Synod, we are **exempt** from the provision of the Civil Rights Act of 1964, which forbids discrimination in employment based on religion; therefore, we retain the right to give preference in hiring persons who are Christian, and/or members in good standing of LCMS congregations.

Preference in holding certain employment positions is given to ordained or commissioned ministers of The LCMS. The LCMS upholds the doctrinal belief that women may not serve as ordained ministers. Therefore, women will not be considered for such positions.

Because Concordia College is owned and operated by the LCMS, all employees are expected to respect the official doctrines of the LCMS and to pursue lifestyles that are in harmony with its teachings.

Concordia College also abides by the 1986 Immigration Reform and Control Act. It is our policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization.

Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submitted are genuine.

This is done solely for the purpose of complying with the Immigration Reform and Control Act of 1986 and will in no way result in discrimination based upon national origin or citizenship.

In addition, if the employee is authorized to work in this country for a limited period of time, before the expiration of that period they will be required to submit proof of employment authorization and sign another Form I-9 in order to remain employed.

## 2. EMPLOYMENT CATEGORIES

### Employment Group Classifications

#### ○ Faculty

- Faculty employees are called or appointed by the Board of Regents. This handbook does not apply to Faculty. Faculty should consult the “Faculty Handbook” for their direction/policy needs.

#### ○ Professional/Technical Staff

- Professional/Technical Staff are appointed by the President or called by the Board of Regents. (Cabinet level staff must be appointed or called by the Board of Regents.)

#### ○ Support Staff

- Support Staff are hired through the Human Resources Department, as approved by the Chief Financial Officer.

#### ○ Student

- Student employees are hired for positions filled by students, upon certification that the individual is qualified to be hired as a student and receive the unique benefits and privileges that are afforded to this employee group classification by federal law. This employee handbook does not apply to student employees.

### Employment Type Classifications

#### ○ Regular

- *Hourly*: An hourly regular employee is an employee who fills an authorized hourly position on the campus. Normally such a position is expected to exist for at least one academic or fiscal year, or be a position in a program that will be in existence for at least five months. The position may be full-time or part-time.
- *Salaried*: A salaried regular employee normally fills an executive, administrative, or professional position. They are normally employed on a full-time basis. They are normally “regular” because they hold positions for at least one academic or fiscal year. If a salaried position is engaged via a contract, the employment contract shall prevail in any conflict with this Handbook.

#### ○ Temporary

- Temporary employees are all hourly non-student employees who are not included in the “regular” employment category.

### Employment Status Classifications

#### ○ Full Time\*

- A full-time hourly staff employee normally works 40 hours per week.
- A full-time salaried staff employee is one contracted to a position designated as full-time.

#### ○ Part Time\*

- A part-time hourly staff employee works less than 40 hours per week.
  - ✓ May be paid on a standard monthly basis
  - ✓ Or may be paid by timecard

\*The above definitions may vary from full-time/part-time definitions as defined by Concordia Worker Benefit Plans.

### Federal Exemption Classifications

When an individual is hired by Concordia College, his/her position is classified as an “exempt” or “non-exempt” position based on the criteria established by federal law.

- **“Exempt”** positions (otherwise known as salaried positions) are exempt from FLSA (Fair Labor Standards Act) overtime regulations and additional federal criteria, and are further sub-classified:
  - Executive
  - Administrative
  - Professional
  - Computer
- **“Non-Exempt”** positions (otherwise known as hourly positions) are covered by FLSA and any hours worked in excess of 40 hours in one work week are paid at overtime premium rates.

### Minister of the Gospel (or Minister of Religion)

Only persons who are listed on the official roster of The Lutheran Church—Missouri Synod are eligible for this classification. Persons engaged in this classification are placed on the staff following the ecclesiastical procedures of The Lutheran Church—Missouri Synod.

“...persons in ministry on Synod’s roster are to be treated as Ministers of the Gospel for payroll tax purposes, regardless of whether or not they execute a contract or a call document for full-time or part-time status” (Congregational Treasurer’s Manual, pages 1–3, section 1.120: Call, Appointment, and Contract).

### Layperson

All staff persons not engaged as ministers of the Gospel are classified as lay persons on the staff.

### Benefit Eligibility Classifications (as designated by Worker Benefit Plans)

- **Eligible for Benefits**
  - *Regular Employee:* Persons regularly working more than 30 hours per week for a period beyond five months.
  - *Part-time Employee:* Persons working 21–30 hours per week.
- **Not Eligible for Benefits**
  - *Part-time Employee:* Persons scheduled to work 20 hours or less per week.
  - *Temporary:* Persons scheduled to work full-time or part-time with an expectation of employment of less than five consecutive months.

### 3. POSITION OPENINGS

Cabinet-level positions must be approved by the President and the Board of Regents who will review the need, budget impact, and benefit to the College of the vacated position.

Membership on the Cabinet is at the sole discretion of the President. The cabinet is currently comprised of the President, VP for Academic Affairs, VP for Business and Finance/Chief Financial Officer (CFO), VP for Institutional Advancement, and VP for Student Services.

All positions administrated by the cabinet officers must be approved based on a position review of the need, budget impact, and benefit to the College using the following protocol:

- Replacement positions approved by respective Cabinet member (with concurrence from the CFO)
- New positions approved by the President

Ideally, vacant positions will be posted as outlined in the following paragraphs. However, resource limitations and departmental needs

regarding personnel changes may result in position changes and filling openings from available personnel within the College and department without notification of changes or the posting of the movement of the personnel. For posted positions, current personnel will apply and be interviewed (if qualified) for the vacant positions in the same manner as applicants from outside the College. In this manner, we seek to be objective with the selection process for posted vacant positions.

Staff positions will be posted on the CCS website (under available positions) as soon as approved for hire and approval to post occurs and is made known. This serves to make the campus community aware of staff opportunities for personal career advancement purposes. Job opportunities for staff are also posted concurrently in the local area newspapers or in/on other job opportunity publications or websites.

Professional/technical or faculty positions will be posted on the CCS website (under available positions) as soon as the vacancy is known. The Human Resources Office may post job opportunities in the following publications: in the local area newspapers or in/on other job opportunity publications or websites. The Human Resources Office may also request the job to be posted on the LCMS/Board for University Education website. Upon approval by the appropriate Division Heads, supervisors may post job opportunities to related network groups or websites that are organizational in nature and will produce potential candidates that currently hold positions comparable to the position being advertised.

Certain positions may have special requirements as conditions of employment. Special requirements are generally noted in the job posting (e. g. certifications, licenses, current driver's license, driving history).

#### **4. CLASSIFICATION PAY PLAN**

College positions are classified based on difficulty, responsibility level, skills and abilities required to perform the job. Positions with similar characteristics are grouped together and assigned a ranking. Periodically, the College will survey the area for comparable wages and make adjustments based on comparability and the economic situation of the institution.

#### **5. POSITION DESCRIPTIONS**

Position descriptions are developed for each College staff position. A position description is not an all-inclusive list of duties to be performed; rather it is a generalization of job duties and major responsibilities. These descriptions may be changed, modified, or deleted by the College as situations change. Position descriptions are important to job performance and expectations.

#### **6. APPLICATION PROCESS**

Job postings will direct applicants on how the application is to be processed and where to pick up and submit the completed application form.

Each process may differ in length due to the nature of the position itself and its proposed "appointment" date.

#### **7. CURRENT EMPLOYEE TRANSFER PROCEDURES**

Vacancies may be filled by promotion or transfer within Concordia College. However, it may be necessary to employ candidates from outside Concordia in order to meet skill or experience requirement.

Current job performance and applicable job skills are a significant factor in establishing candidacy for other office staff positions at Concordia. Any staff employee desiring consideration for another position at the College should follow the application process like all other potential candidates.

#### **8. SELECTION CRITERIA**

Employees are selected based on the available position, experience, skills, references, personal interview, your potential to learn and perform your job, and your stated desire to do a good job. Positions are summarized in a position description, which will be provided to you.

All hiring decisions will be made in accordance with the College's equal employment opportunity policy. As an entity of The Lutheran Church—Missouri Synod, we generally are exempt from the provision of the Civil

Rights Act of 1964, which forbids discrimination in employment based on religion; therefore we retain the right to give preference in the hiring of persons who are Christian, and/or members in good standing of LCMS congregations.

A negotiation of terms of employment may be made by the appropriate department to the candidate selected. After verbal acceptance, a formal letter (contract) offering employment will be issued by the Human Resources Office with the following information included:

- Salary
- Benefits
- Status (hourly/salaried)
- Leave benefits
- Employment at will statement
- Start date

## 9. EMPLOYMENT OF RELATIVES

College policy permits the employment of more than one member of a family with the reasonable expectation that no person shall participate, either formally or informally, in employment decisions such as appointment, retention, promotion, and salary that affect another member of her or his family.

Without the prior approval of the President, no person shall be assigned to or work in a department or unit under the direct supervision of a relative who has or may have a direct effect on the person's promotion or performance.

This does not apply to temporary employees or summer workers.

Definition of Relative: parents and children, wives and husbands, sisters and brothers, sisters-in-law and brothers-in-law, uncles and aunts, nieces and nephews, and first cousins.

## 10. REHIRES

No former employee of Concordia College who was dismissed for cause other than lack of work may be reemployed unless authorized by the Chief Financial Officer and the Department Leader for the hiring department after reviewing the former employee's work record, including the circumstances involved in the separation, and has considered all other information pertinent to employment.

### Break-in-Service

Occasionally employees are hired who have previously been employed by the College. The College will give credit for previous service *if the break in service is not longer than all totaled service credit*. The Adjusted Service Date is based on prior **full-time work**.

The following are illustrations of how service credit is calculated:

- The returning employee worked as a temporary employee for six (6) months, worked as a part-time employee for six (6) months, and worked as a full-time employee for four (4) years. The employee leaves the organization for two (2) years. The employee's Adjusted Service date upon rehire would reflect four (4) years of service.
- The employee worked as a temporary employee for six (6) months, worked as a part-time employee for six (6) months, and worked full-time for four (4) years. The employee leaves the organization for five (5) years. The employee would not receive an Adjusted Service Date.

The Adjusted Service Date will be used to determine a returning employee's eligibility for vacation accrual levels and service awards. With regard to eligibility for all other benefits (health benefits, retirement, disability) the plan documents for each benefit will govern whether previous service can be used to establish eligibility.

## 11. ORIENTATION

Following acceptance of the employment offer, within the first week of employment, new employees will meet with a representative of the Human

Resources Office to complete new hire paperwork and benefit paperwork. Upon completion of the hire process and paperwork, new employees will then be taken to their place of work, and supervisors will provide additional orientation in their areas.

## 12. IDENTIFICATION CARD

All employees are required to have a College picture identification card which should be carried with them at all times while on campus. This ID card serves several purposes: 1) it identifies you as an employee of the College; 2) in some cases when approved, it gives you access to buildings for work purposes. Your ID card should remain in your possession at all times. The misuse of your employee ID card and/or your security access may result in disciplinary action which may include termination of employment.

***All lost or stolen cards should be reported to the Human Resources Office immediately.***

Terminating employees must relinquish their ID cards; a final paycheck will not be issued until the ID card has been turned in to the Human Resources Office.

## 13. KEY ISSUANCE

The Facilities Department has responsibility for the distribution and collection of keys on campus. A requisition for keys must be made in writing to the Facilities Management Department. The order must include the department chair or supervisor's signature, exact location for which keys are needed, how many keys for each area are to be made, and the name of the person to whom the keys are to be issued.

## 14. PARKING AND VEHICLE REGISTRATION

Employees having a need to park a vehicle on campus must register their vehicle during the orientation process in the Human Resources Office. A Concordia College parking permit will be issued at no cost to the employee. Parking permits should be displayed, hanging from the rear view mirror of the vehicle.

Parking areas on campus are designated as being available to faculty, staff, students, and visitors. Employees should restrict their parking to the areas designated for their use. Campus security is authorized to issue tickets for vehicles parked improperly. Fines will be assessed for receiving a ticket. Repeat violations may result in towing and impoundment.

## 15. COMPUTER ACCESS

Certain positions will require computer access as soon as possible. Approval for computer access will be granted by the Human Resources Office only upon completion of new hire paperwork. Computer access to email and other programs is granted by the Information Technology Department (IT), as requested from your supervisor or the designated person for your work area.

## 16. ELECTRONIC COMMUNICATION

If authorized, you will be given access to the appropriate electronic communication systems. For example: voice mail, email, Internet, Intranet. Prior to being given access, you will need to read, understand, and agree to the terms of the Technology and Privacy of Information Policy. In brief, these systems are tools that are provided to assist you in meeting the requirements of your position. However, reasonable personal use is permitted, but must not interfere with an employee's productivity and is to be done during non-working hours. All email communications, whether they are work related or not, are the property of Concordia College-Selma.

# YOUR RESPONSIBILITIES

## 1. OFFICE HOURS

Generally, College core business hours year round are 8:00 AM to 5:00 PM, Monday through Friday, with an unpaid one-hour lunch period each day.

Work weeks and work hours may vary among different employee work groups. For example: Facilities Management staff may operate on eight-hour designated shifts which do not coincide with 8:00 AM to 5:00 PM.

## 2. LUNCH

Lunch periods should be scheduled between 11:00 AM to 2:00 PM for all employees. Supervisors should coordinate office lunch hours to assure that offices remain open and are adequately covered during the lunch period.

## 3. WORK BREAKS

Although not required by law, employees are allowed rest breaks. One 15 minute break in the morning and one 15-minute break in mid-afternoon are allowed.

The practice of taking work breaks depends on the department that is involved and whether or not the work of the department at a given time can be interrupted.

If a work break is not taken, time can not be added to the length of a lunch hour, nor can the time you come to work or leave work be adjusted by the missed break. That is not the intent of a work break.

When taken, work breaks are a paid benefit.

## 4. CHAPEL ATTENDANCE

All employees are invited to attend chapel services from 11:00 a.m. to 11:30 a.m. on Mondays, Wednesdays, and Fridays.

## 5. USE OF COLLEGE TELEPHONES

Occasional use of College telephones for local calls for personal reasons is permitted, but calls should be limited in number and length. Personal long-distance calls are not permitted on College phones.

## 6. PERSONAL CELL PHONES

Use of a personal cell phone is allowed during break time or may be carried for emergency purposes. If the use of your personal cell phone interrupts your work and is not an emergency, your supervisor may ask you to leave your cell phone at home.

## 7. ATTENDANCE AND PUNCTUALITY

Good attendance by everyone is essential to the effective operation of Concordia College. You are an integral part of the College and other people depend on you. Many absences, such as regular doctors' appointments, license renewals, etc., can be planned in advance. Giving your supervisor as much advance notice as possible will help your supervisor meet your request and maintain a positive work relationship.

In case of persistent absence, the College may require that you see a College-designated doctor. This is done to protect your health and will be paid for by Concordia College if we designate the doctor. A physician's statement is required after three (3) days of absence, and a release is required to come back to work.

Excessive absences, falsification of reason for any absence, absences which form unacceptable patterns, failure to provide medical information, or unauthorized time away from the College during working hours will result in disciplinary action up to and including termination.

Employees are required to call their supervisors within the first hour of their scheduled work day if they will be absent or late for work. Failure to call in or report to work for three consecutive days may result in termination.

## 8. DRESS AND APPEARANCE

While it is the intent of this organization that all employees dress for their own comfort during work hours, the professional image of our organization is maintained, in part, by the image that our employees present to co-workers, students, parents, and other visitors.

Employees working in office areas should dress conservatively and professionally. T-shirts, leggings, as well as skirts, dresses, or shorts worn more than three inches above the knee are not appropriate office dress. Dress standards always require a neat and clean appearance, and modesty is the message to be communicated via employee overall dress and appearance.

Employees working maintenance, grounds, or custodial jobs may wear blue jeans and T-shirts, as well as shorts that are no more than three inches above the knee. No open-toed shoes may be worn, for safety reasons.

Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops (unless worn under a shirt or sweater), cropped tops, T-shirts with offensive wording on them, clothing that shows undergarments (sheer), torn clothing, or clothing with holes in it. Flip-flop sandals are not considered appropriate footwear for staff during working hours. All clothing must be clean, neat and must fit properly.

Clothing must not constitute a safety hazard. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. Concordia College reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined by their supervisor that their dress is not appropriate.

## 9. OUTSIDE EMPLOYMENT

Concordia College does permit outside work by full-time employees, but only with the written permission of the employee's immediate supervisor. However, if an employee has outside work, that work may not interfere in



any way with the employee's performance or duties at the College. Any outside employment while on leave must be approved in writing by the Human Resources Office.

## 10. SMOKING POLICY

Smoking is prohibited in all campus buildings, outside on campus grounds, and in all campus vehicles.

## 11. SAFETY

Every effort is made to keep work areas safe and free from hazards. Supervisors are to assist employees with safety and health requirements. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to your supervisor.

## 12. WORK-RELATED INJURIES

If you are injured on your job, no matter how slightly, please report it to your supervisor as soon as possible. If the injury is of a serious nature, report to a local doctor immediately and upon release, inform your supervisor of the nature and extent of your injury. Your supervisor will see that a report is filed to protect your rights under the Worker's Compensation Act. In addition, supervisors are to report all accidents to the Human Resources Office, where information regarding accidents is maintained.

## 13. EMERGENCY PROCEDURES

If an employee is seriously injured, call 911 and describe the emergency and location. Notify your supervisor as soon as you are able. Your supervisor will contact the Health and Safety Officer (Human Resources Administrator) during the work week and Campus Security (after normal working hours). Notify the Human Resources Office of the situation and the Human Resources Office will notify family members. The department head (or designee) will be responsible for maintaining contact with the injured person.

## Other Emergency Procedures

Concordia College has established procedures and guidelines for other emergencies such as:

- Fire
- Bomb Threats
- Civil Protests
- Explosions
- Floods
- Hazardous Materials Incident
- Infrastructure Failure
- Snow or Ice Storms
- Tornados
- Violent Incidents

Please consult the Safety Manual.

## 14. CONCORDIA COLLEGE PROPERTY

Concordia College property is provided and maintained to assist employees with completing job-related tasks properly. College property should be treated with care and used according to standard procedures. College property (other than College laptops, camera, and video equipment) is not to be removed from the College premises.

## 15. PERSONAL PROPERTY PROTECTION

The College assumes no responsibility for the personal property of staff. This is also true with personal property used in the course of job-related activities. Theft and damage are often covered under homeowners' or renters' insurance, and if not presently covered, they may be included by requesting an endorsement from your insurance agent. The College cannot assume reimbursement for the loss or damage of personal items, including vehicles, for any cause.

## 16. CHANGE OF EMPLOYEE INFORMATION

It is the responsibility of the employee to report changes in marital status, dependents, legal name, residential and mailing address, phone number, beneficiaries for institutionally funded programs, and a person to notify in the event of an emergency to the Human Resources Office as soon as available or effective. Failure to do so promptly may incur loss of certain benefit programs. The College will only provide official notifications, including tax returns, to the last home address reported.

## WORKING TOGETHER

As we work in ministry, it is important that all employees work as a team, so that the rights and interests of both the organization and the employees are honored. As a Christian institution of higher learning, Concordia College-Selma has a special obligation to ensure that the ways we educate our students, manage our internal affairs, and interact with the broader community serve as examples that others might follow. Consistent with this obligation, employees should comport themselves in a manner that reflects the Christian ideals of the college. Dignity and respect toward fellow employees are expected in all interactions. When disputes, disagreements, or offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly (Matt. 5:23–24; Eph. 4:26–27). Parties are urged by the mercies of God to proceed with one another with “the same attitude that was in Christ Jesus” (Phil. 2:5). It is for this reason that rules of conduct have been established; it is your responsibility to know and follow them. Common sense, good judgment, and acceptable personal behavior on the part of all employees are expected.

### 1. SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Any form of illegal discrimination or any harassment by an employee, an applicant, or a student is contrary to Concordia College’s policy and is subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

Although the law doesn’t prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No supervisor, employee, or student shall indicate in any manner, either explicitly or implicitly, that an employee’s, applicant’s, or student’s refusal to

submit to sexual advances will adversely affect that person's employment or any term or condition of employment or student's academic career. Similarly, no employee or student shall promise, imply, or grant any preferential treatment in return for an employee, applicant, or student engaging in any sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or creating an intimidating, hostile, or offensive work or study environment.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Any employee, applicant, or student who feels that he or she has been subjected to discrimination or harassment, including sexual harassment by any employee or student of Concordia College, should immediately report the situation to the Human Resources Office.

When reporting a complaint, the employee, applicant, or student should be prepared to furnish accurate dates, names, and facts. All such complaints will be treated in a confidential manner to the greatest extent possible while permitting Concordia College to thoroughly investigate the complaint and take appropriate action.

Concordia College expects the cooperation of all employees and students with respect to avoiding such harassment. Concordia College will investigate all complaints. If it is determined after an investigation that an employee or student has violated this policy, he or she will be subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

Sexual violence is any sexual act that is perpetrated against someone's will. It encompasses a range of offenses, including a completed nonconsensual sex act (i. e., rape), an attempted nonconsensual sex act, abusive sexual contact (i. e., unwanted touching), and non-contact sexual abuse (e. g., threatened sexual violence, exhibitionism, verbal sexual harassment).

Sexual violence is a crime and will be prosecuted to the full extent of the law.

## 2. DRUG-FREE WORKPLACE

### **Alcohol, Illegal Drugs, and Controlled Substances**

In compliance with both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, Concordia College prohibits the use, sale, transfer, possession, or being "under the influence" of alcohol, illegal drugs, or controlled substances while on the job, operating company vehicles, or on company property. "Under the influence" is defined as being unable to perform work in a safe or productive manner and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or College property.

All new employees will be provided with a copy of the Employee Drug and Alcohol Program, which states our policy program and lists the local, state, and federal laws which regulate and prohibit possession, use, and distribution of illicit drugs and alcohol.

A distribution of the policy program approved by the Board of Regents, along with a condensed version of applicable local, state, or federal laws and penalties, is provided to each employee annually. Each employee must sign an acknowledgement of receipt form.

Violation of this policy may result in disciplinary action up to and including termination.

As a regular part of your benefits, your employer offers assistance through its Members Assistance Plan. Employees and their family members are

encouraged to seek professional help for assessing and treating substance abuse problems through the Members Assistance Plan and Concordia Health Plan. (Contact Value Options at 1-800-428-0957.)

### 3. CONFLICT OF INTEREST

Concordia College is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of Concordia College in conducting its affairs is the sum efforts of each individual—board, commission, committee member, officer, and employee—in executing his or her responsibilities with good judgment and in an ethical manner.

Staff persons who receive honoraria or payments for any sales or services rendered to Concordia College or its entities shall disclose such information.

Activities shall not be entered into which may be knowingly detrimental to the interests of Concordia College or its entities.

Information acquired in the course of carrying out College duties shall not knowingly be used in any way that would be detrimental to the welfare of the College or its entities.

Gifts, entertainment, or favors in excess of \$100 per person per year from any individual or outside concern that does or seeks to do business with the College or its entities shall not be accepted.

Any inappropriate activity shall cease or the position will be vacated.

Your agreement to abide by this conflict of interest policy will be assumed by your acceptance of employment and signature acknowledging the receipt of this handbook.

Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the Scriptures, the *Lutheran Confessions*, the *Synodical Handbook*, board policies, and civil laws. (For those employees not familiar with the *Lutheran Confessions*, Scripture should be used to interpret the expected conduct.)

### 4. CONFIDENTIALITY

The College is also committed to protecting the privacy of individuals (employees and students) and the confidentiality of records. As an employee, you have the responsibility for making sure that this commitment to protect individual's privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our campus community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of Concordia College-Selma and may result in disciplinary action including termination of employment.

If you have questions about access to information that may be sensitive in nature or that may violate the privacy rights of individuals, you should talk with your immediate supervisor.

Concordia College abides by the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. This law applies to schools that receive funds under an applicable program of the U. S. Department of Education. (For more information regarding FERPA, you may check with the Office of Vice President of Student Services, as the administrator of such records.)

As a College that maintains financial accounts and records for students, Concordia College must also implement and abide by the rules and regulations that pertain to the Federal Trade Commission's "Standards for Safeguarding Customer Information" Act or otherwise known as Gramm-Leach-Bliley Act (G-L-B Act), effective on March 23, 2003.

The privacy of our employees is also very important to us. Therefore, the policy of the Human Resources Office is to provide information to public/private parties only upon written authorization from the employee for which information is being requested, unless required by subpoena to provide such information to law enforcement.

### 5. FILES AND RECORDS

All files, whether hard copy or electronically machine-readable, remain the exclusive property of Concordia College. Concordia College policy alone

determines who has access to any file. Employees are not to share the contents of any file with others, except those employees or others with whom they have been instructed to do so, on a need-to-know basis. The employee is warned that the institution, students, other employees, and third parties may be protected by federal or state law in addition to institutional policy. Non-compliance with this policy of the institution may place the individual at personal risk, as well as becoming subject to immediate dismissal.

## 6. COMMUNICATION MEDIA

All employees are alerted that Concordia College considers all media containing official institutional information as owned and accessible by the institution. This includes “campus” mail, U. S. Mail, electronic mail, voice mail, FAX documents, “Overnight” and “express” documents, and the like. As the institutional owner, appropriate administrative employees are granted the right to search for, look at, and otherwise utilize these documents in the course of performing institutional duties. Employees should not commingle personal communications in these media, and should not use campus facilities for utilizing these media. Concurrently, any employee accessing such information in the primary custody of another employee is expected to use such information only in the performance of his/her duties, and not share any personal information they may have come upon in the course of the performance of their services to the institution.

## 7. COPYRIGHTED MATERIALS

Concordia College in no way condones the unlicensed exchange of proprietary products. All Concordia College employees, in the performance of their duties, will refrain from aiding others in such efforts and will advise other members of Concordia College’s community not to participate in such endeavors. Should such an activity be undertaken, the responsibility for the consequences of such activity shall remain the sole fiscal and legal responsibility of the offender.

## 8. SOLICITATIONS

The College does not generally permit person-to-person soliciting, peddling, or the canvassing of employees during working hours by fellow employees

or non-employees. Employees may use their break time to review information left in a general location by fellow employees for school type fundraisers, etc. In no way should any type of soliciting interrupt the normal work schedule. Any solicitation activity that is deemed to be inappropriate should be reported immediately to the Human Resources Office.

Fundraising activities for institutional purposes should have written authorization from the Vice President of Institutional Advancement.

## 9. EMPLOYMENT-AT-WILL

Employment at Concordia College is not guaranteed or for a definite term. Employment may be terminated at will by either Concordia College or the employee, with or without cause.

- “At Will” is defined as allowing either the Staff member or College to terminate this Agreement at any time, for any reason permitted by law, with or without cause, and with or without notice.
- In the event that any existing agreement between the parties is terminated prior to expiration, the Agreement set forth herein shall be null and void and compensation shall be limited to the prorated portion of salary earned up to the Staff member’s last day of work.
- The Staff member agrees that he/she will give the College thirty (30) days’ notice of resignation whenever possible.

## 10. SAFE WORKPLACE

State and federal law, as well as Concordia Policy, make the safety and health of our employees the first consideration in operating our College. Safety and health in our College must be a part of every operation, and every employee’s responsibility at all levels. It is the intent of Concordia College to comply with all laws concerning the operation of the College and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting

dangerous conditions, and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

## 11. PROHIBITION OF VIOLENCE

It is the policy of Concordia College that there will be zero tolerance for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved will be subject to criminal proceedings as appropriate.

For purposes of this policy, violence includes physically harming another, shoving, pushing, intimidation, or coercion; however, your employer reserves the right to review incidents and expand on what may be considered violence. No weapons are allowed on the premises and no threats or talk of violence will be tolerated.

All employees are to assist in preventing violence in the workplace. You can help by reporting incidents that could indicate a coworker is in trouble. All reports will be investigated.

## 12. DANGER TO ONESELF OR CAMPUS COMMUNITY

Behaviors that cause or threaten to cause harm to oneself or other individuals will be taken very seriously. If an employee or a student indicates to a member of the Concordia College, Alabama community (students, faculty, staff, parents, etc.) that they are considering self harm, or indicate a potential danger to oneself or others, intervention will be required. The communication and/or behavior will be reported to appropriate personnel. If the threat pertains to a fellow employee or a student, report the communication/behavior to your immediate supervisor. If your supervisor is unavailable, report the communication/behavior to the Chaplain or the Human Resources Office immediately. Supervisors should relay the information as quickly as possible to the appropriate personnel: Chaplain, Cabinet Officer, medical professional, or mental health provider, so that timely intervention may occur.

If the individual reported is an employee, a determination regarding return to work will be made in conjunction with the seriousness of the situation.

## 13. RIGHT TO KNOW—CAMPUS CRIME REPORT

The Crime Awareness and Campus Security Act of 1990 requires each educational institution to prepare and distribute a security report to employees annually.

This report must provide statistics concerning the occurrence on campus of certain crimes reported to campus security or local police agencies. The crimes that must be reported are:

- Murder
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Liquor Law Violations
- Drug Abuse Violations
- Weapons Possessions

The Vice President of Student Services updates this report annually.

## 14. HAZARDOUS MATERIALS

For information regarding blood-borne pathogens, infectious waste, and hazardous waste, please consult the safety manual.

Any employee who may be exposed to bodily fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. The College will make available the Hepatitis B vaccination series to all employees who have been identified as having the potential for occupational exposure. Training is provided at the time of initial assignments to tasks where occupational exposure may occur.

Employees who have not received special blood-borne pathogens training should immediately notify the Environmental Health and Safety Officer (Human Resources Administrator) during the work week and Campus Security (after normal working hours) of any situation involving contact with bodily fluids such as blood.

DO NOT ATTEMPT TO CLEAN UP BODY FLUID SPILLS YOURSELF!

## 15. ABSENCES

As an employee of Concordia College you are an important person in the operation of the institution. You have a responsibility to the institution and your fellow workers to be at work every scheduled day. If it is necessary for you to be absent, you should inform your supervisor or the Human Resources Office as far in advance as possible.

There may be days when you cannot report to work. If so, please phone the institution as soon as possible and inform your supervisor or the Human Resources Office of your absence. Upon your return to the institution, complete the Absence Leave Form and process it through your supervisor to the Human Resources Office.

An **“unexcused absence”** is defined as anytime you have not received approval from your supervisor.

## 16. GRIEVANCE PROCEDURE

When disputes, disagreements, or offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly (Matt. 5:23–24; Eph. 4:26–27). Parties are urged by the mercies of God to proceed with one another with “the same attitude that was in Christ Jesus” (Phil. 2:5). In so doing, individuals are urged to reject a “win-lose” attitude that typifies secular conflict. For the sake of the Gospel, the school should spare no resource in providing assistance.

*<sup>15</sup>“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained*

*your brother. <sup>16</sup>But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. <sup>17</sup>If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.*

—Matthew 18

Using the concepts found in Matthew 18, every effort will be made to resolve grievances between the two parties. Should a resolution not be achieved through an informal procedure, the problem is to be presented to the department head or the appropriate cabinet officer. The goal of these discussions is to resolve the problem. If no solution is reached through this process, a formal procedure (grievance procedure) is available.

Any employee has the right, without prejudice, to initiate a grievance procedure.

Grievances which arise from a specific occurrence must be reported to the Immediate Supervisor. The Immediate Supervisor must record the incident and address the grievance with all parties involved within three business days.

The employee has seven days to decide if he/she is satisfied with the Supervisor’s intervention. If the employee is still not satisfied with the outcome of the Supervisors’ handling of the grievance, the employee has seven days to present the grievance in writing to the Human Resources Office.

The grievance or appeals process should be initiated only after all other approaches to resolving a disagreement or grievance have been exhausted.

If an employee decides to initiate the grievance or appeals process, the employee must complete a Grievance Filing Form, available in the Human Resources Office. The form is to be as specific as possible in describing the nature of the grievance. Pertinent data which should be included are date, specific events, written correspondence, background information, and any other data which will be helpful in determining the facts of the case.

The grievant is to supply a copy of the completed Grievance Form to the Human Resources Office within five working days after the occurrence. The Human Resources Office will act as the chair of a review committee. This committee shall include the grievant's immediate supervisor and the area cabinet officer. This committee will meet and respond in writing to the grievant within five working days after receipt of the grievance.

Should the solution recommended by the above committee be deemed unacceptable by the grievant, then the grievant is to provide written notification to the personnel manager, requesting that the grievance be brought to an Appeals Committee. The Human Resources Office will present the grievance to the President within one working day after the receiving of the appeal. The President will schedule a meeting of the Appeals Committee to convene within ten working days after receiving the grievance.

The Appeals Committee is designated in writing by the President and will consist of at a minimum one faculty and one staff member, the personnel manager to represent the initial committee, and the Campus Chaplain. The Human Resources Office shall notify all committee members of any meeting of this committee at least 48 hours prior to the meeting. The chairman of the committee will act as moderator and a recorder will be appointed from among the committee's membership.

The final recommendation of the Appeals Committee is submitted to the President. After the President reviews the committee's report and makes a decision concerning how the matter is to be resolved, the President will communicate the final decision to the grievant. The President may also choose to communicate the rationale in making the final decision.

If the grievant does not accept the decision of the President and the appeals committee, he or she may appeal in writing to the Chairman of the Board of Regents. This action by the grievant must occur within ten days after receiving notice of the decision by the President. Action by the Board of Regents will be conducted in accordance with the Bylaws of The Lutheran Church—Missouri Synod as contained in the *Synodical Handbook* (2010). The Board's recommendation shall be final.

Records of all hearings will be kept by the Personnel Manager for a period of three years after resolution of the grievance and maintained on a confidential basis unless otherwise specified by the grievant. The records of such grievance hearings shall not be entered in the personal file of any employee.

## 17. DISCIPLINARY ACTION

Standards of performance and conduct for employees are necessary at Concordia College just as in any other work setting. If these standards are violated, disciplinary action will be taken by supervisors in order to maintain effective operations and to provide employees with an opportunity to correct their shortcomings.

### Reminder

For relatively minor infractions, the supervisor will talk to the employee on the first offense to clarify the rule(s) involved and to explain what is expected of the employee in such circumstances. Generally, this type of reminder is sufficient and for most situations further action is not necessary.

### Warning/Counseling/Corrective Action Plan

If a problem reoccurs after the reminder, the supervisor will give the employee a verbal warning regarding the unacceptable performance or behavior and will explain the possible consequences if the employee does not correct the situation. The supervisor and employee will complete an Employee Corrective Action Form and forward the form to the Human Resources Office.

### Written Warning/Reprimand

For problems requiring additional action after a verbal warning, the supervisor will prepare a written reprimand which reviews the facts of the case, cites specific improvement that is to be demonstrated by the employee within a clearly defined period of time, and states the disciplinary action that will result if the improvement does not occur within the time designated. This written reprimand is to be signed by both the supervisor and the employee after they have discussed the contents, and then it is to be sent by the supervisor to the Human Resources Office to be placed in the employee's personnel file.



The issuance of a written reprimand is a serious step in that reprimands are given careful attention when such employment matters as annual evaluations, salary increase, and promotions are considered.

### Penalties

After a reprimand, depending on the severity of the offense, if there is insufficient improvement within the stated time, disciplinary action such as transfer to other work, suspension without pay, demotion, or dismissal may result.

### Exceptions

It is important to note that the severity of the offense may warrant not following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a flagrant first offense, and immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious dereliction of duty.

## 18. RESIGNATIONS AND TERMINATIONS

In accordance with the laws of the State of Alabama, all employees are employees-at-will. The employment relationship between the College and the employee is completely voluntary, and either the employer or employee can terminate the employment relationship at any time. However, it is appropriate if possible, to give advance notice of termination, either ten working days for non-contract/hourly employees or at least 30 days notice (unless otherwise documented in the contract) for contract/exempt employees.

Notices of employment termination shall always be written.

### Types of Resignations and Terminations

- **Retirement:** When employees anticipate entering retirement, they are encouraged to make early contact with the Human Resources Office. This contact can assist the employee in initiating the preliminary contacts with such agencies as the Social Security Administration for social security and Medicare benefits, Concordia Retirement Plans, TSA vendors, and the like and assure an orderly transition without any interrupted pension payments or medical benefits.

- **Resignation:** Resignation occurs when an employee voluntarily ceases employment with the College. When possible, employees who wish to resign should submit a letter of resignation to the appropriate person (see below) at least two weeks before they plan to leave.
  - Support Staff: letter should be written to the supervisor, with a copy to Human Resources.
  - Professional/Technical Staff: letter should be written to the supervisor, with a copy to the President and Human Resources.
  - The College appreciates such official notification as early as possible to permit an orderly transition for the employee and the employer, with minimal impact on the employee's fellow co-workers.
- **Termination:** When the employer initiates a termination for an employee-at-will, the employee's supervisor will consult in advance with the Human Resources Office to provide the reason(s) why the recommendation to terminate is being made. If the termination is due to a change in institutional policy or program, the Human Resources Office will be alerted as early as possible in the process to permit alternatives to be reviewed for both the employee and the institution.

If the employee is serving under a written contractual arrangement, a recommendation for termination by the supervisor will be made to the Human Resources Office. This recommendation will indicate the reason for recommending the termination of the contract.

- **Release:** Release occurs when the College ends an individual's employment because of a reduction in the work force, the end of an assignment, reorganization, or unsatisfactory work performance.

Whenever possible, the College will attempt to provide two weeks written notice to an employee whose position is being eliminated (lay-off) or substantially changed in content and/or work schedule. Under certain conditions, however, lesser notice may be necessary.

- **Discharge:** Discharge means separation due to serious breach of College policy or standards of behavior, including but not limited to insubordination, dishonesty, or gross misconduct. Advance notice is not required.

### **Accrued Vacation**

At the effective date of termination, any unused, accrued vacation time is converted to the cash equivalent and paid out as a part of the final process.

### **Release of Pay**

Prior to release of pay, employees must complete a Clearance Form. These forms are available in the Human Resources Office.

Your final pay will be issued as a check, to ensure that you have completed the Clearance Form, and returned all of the appropriate items such as keys, ID card, and any other College property items.

Your final pay will be available within two weeks of your last day of work, or the next regularly scheduled payday, whichever is sooner.

### **Exit Interview**

Regular staff employees will be contacted by the Human Resources Department for an exit interview prior to the final day of employment. The interview will give you the opportunity to provide feedback to your employer regarding its policies and services.

### **Release of Information**

Upon request, verification of your employment date and position title will be released by the Human Resources Office. All requests for information about present or past employees are to be referred to the Human Resources Office for appropriate response. Information about your salary will be released only upon receipt of your signed request or as required by law.

# YOUR PAY

## **1. PERFORMANCE REVIEWS**

All regular and part-time employees participate in a performance review session, at least annually, with their supervisor. This performance review is an essential part of meeting goals and standards in carrying out the mission and vision of the institution. The purpose of the review is to evaluate employees' past performance, to discuss future performance expectation, and to encourage personal and professional growth of the employee. Another important part of the review is to evaluate whether or not the current job description on file for the employee's position is accurate.

Performance reviews must be signed by both the supervisor and the employee. An employee signature on the performance review does not imply agreement with the review; it merely indicates that the employee has reviewed and discussed the written review with the supervisor who completed it.

Performance reviews are kept in the employee personnel file, located in the Human Resources Office.

## **2. EXCEPTION TIME REPORTING/TIME AND ATTENDANCE REPORTING**

Concordia College does not currently require attendance records for exempt employees (salaried employees) or timecards for non-exempt employees (hourly employees). Employees are paid by "exception time" reporting. Employees are paid their regular anticipated wage for the pay period (hourly amount times 2080 hours divided by 12 months) and must report any leave or time worked that is an exception to the normal pay period. Exception time reporting is different for exempt and non-exempt employees.

How do you determine whether you are classified as exempt or non-exempt employee? Your position description prepared for you at your time of hire should clearly state whether or not the position for which you have been hired has been determined to be exempt or non-exempt (see Federal Exemption Classifications on page 7).

**Exempt Employees**

Exception time reporting includes any leave time taken.

Compensatory time is defined as any time granted an exempt employee in lieu of previous service provided to the institution deemed above and beyond the normal expectations of the level and amount of service to be provided normally by an exempt employee. Compensatory time if granted is to be provided on a “regular time” basis not on an “overtime” basis.

**Non-Exempt Employees**

Exception time reporting includes any leave time taken and any time worked above the 40 hours in the scheduled workweek (overtime or additional regular time).

Compensatory time is not permitted for non-exempt employees.

**3. PAYMENT SCHEDULES**

Concordia College employees are paid on a monthly basis, on the 27<sup>th</sup> of every month, for the entire month. If the 27<sup>th</sup> falls on a weekend or an institution scheduled holiday, pay will occur on the last work day prior to the 27<sup>th</sup>. Direct deposit funds are available to employees by 8:00 AM the day of payday.

Only in *extreme* cases will pay advances be made, including vacation pay, and then only when approved by the Human Resources Office.

**4. METHOD OF PAYMENT**

As a part of your employment with Concordia College, we make payment of wages to you by check or direct deposit. You may choose any bank for your direct deposit. Your first and last pay are generally issued by check. If you receive direct deposit, you may pick up your pay stub in the Business Office.

**5. OVERTIME FOR NON-EXEMPT STAFF (HOURLY)**

The normal work day is eight hours. The normal work week is forty hours. There are times when non-exempt (hourly) employees are required to work

more than forty hours in a week. Overtime hours are defined as those hours *worked* over forty hours within a given work-week. Holiday hours, paid vacation hours, and paid sick leave hours, are not counted as hours “worked”; therefore, they are not calculated as overtime and are paid at the regular rate of pay. For example:

- Jackie works 48 hours in a work week. However, Monday of that week period was a Concordia College-Selma approved holiday. Therefore, Jackie will be paid for 48 hours at the regular rate of pay.

Any non-exempt (hourly) staff employee working more than forty hours in any work week will be paid at a rate of one and one-half (1.5) times their regular rate for actual hours worked more than forty hours in a work week.

- Jackie works 48 hours in a work week. There were no holidays in that work week and Jackie did not take any leave time during the work week. Therefore Jackie will be paid for 40 hours of work at the regular rate of pay and eight hours at a rate of one and one-half (1.5) times the regular rate of pay.

*All overtime work must be approved prior to being worked. Voluntary overtime is not permitted.*

*How do I report my time worked over 40 hours in a week?* The payroll requires the following information: Date and Time worked that created the overtime/additional time and the signature of the employee as well as the employee’s supervisor’s signature to confirm they were aware of the overtime and are in agreement with it. There is no current form available for reporting overtime.

*What if I worked extra time and do not have my supervisor’s approval?* All time worked over 40 hours in a week must be reported, whether or not it is approved. However, working hours not approved by your supervisor may become an issue for you on your performance evaluation.

## 6. TRAVEL TIME PAY

Tracking hours worked for travel time may vary by situation. Generally, travel time from work to a job site is considered time worked. Travel time must be paid, if it is for the benefit of the employer. Since there are various regulations regarding travel time pay, please check with the Human Resources Office regarding your specific situation for a determination.

## 7. EQUALIZATION PAY (OTHERWISE KNOWN AS OFF-SET PAY)

If you are an eligible employee of the Concordia Retirement Plan, are in an exempt position, and have minister of religion status, you also receive a small amount of pay each month known as off-set pay. This pay relates to the contribution amount paid to Concordia Retirement Plan. There are two different rates, determined by whether or not you are on the full basis or the regular basis. Off-set pay is the difference between the full basis and the regular basis retirement amount. That difference is paid to minister of religion employees that are on regular basis for retirement. This special payment assures that all workers deemed “self-employed” by Social Security are treated equitably, whether they are participating in the Concordia Retirement Plan on the full basis or the regular basis. Off-set pay is recorded as “income” for federal tax purposes.

## 8. HOUSING ALLOWANCE FOR MINISTER OF RELIGION STATUS EMPLOYEES

For exempt staff that have “Minister of Religion” status, the Board of Regents has established a housing allowance: An amount equal to 50 percent of each minister’s gross cash compensation shall be treated as housing allowance for the purpose of paying all housing costs of every kind.

## 9. PAYROLL DEDUCTIONS AND REDUCTIONS

Generally a difference exists between “gross earnings” and your “take-home pay”, otherwise known as your “net earnings”. Two reasons account for that difference: deductions required by federal and state government, and voluntary deductions authorized by the employee. All such deductions are shown on your pay stub.

## Automatic deductions:

- Federal and State withholding tax:
  - Amounts withheld for taxes are based on your earnings, marital status, and the number of exemptions claimed. Alabama employees will complete a W-4 form known as the Employee’s Withholding Exemption Certificate for both federal and state taxes. For employees deployed out of Missouri, you will complete a form MO-W-4 for Missouri State Tax withholding. Federal and state tax deductions are done in accordance with law and the money deducted from your pay is remitted to the government as required. For employees deployed out of states other than Alabama and Missouri, please consult the Human Resources Office for information regarding relevant state tax information.
  - During the month of January (no later than January 31<sup>st</sup>) employees receive a W-2 Wage and Tax Statement. This end-of-year statement indicates your total pay and the amount of taxes that were withheld for the previous year.
- Social Security and Medicare (FICA—Federal Insurance Contribution Act)
  - Each lay employee of Concordia College is required to participate in this program. It is designed to provide retirement, disability, medical, and death benefits. Deductions are made at a rate established by law.
- Self Employment Contribution Act (SECA)
  - All Minister of Religion employees are subject to SECA, and while Concordia cannot deduct for these taxes on the same basis as is required for lay employees, Concordia does provide a “voluntary” withholding for those ministers who so choose. Such withholding amounts are not determined by regulations, so the employee is responsible to notify the payroll office of the amount they desire to have withheld.

### Other Required Deductions

- In some cases, additional required deductions may include court-ordered wage garnishments, wage assignments, third party levies, and income-withholding orders (child or spousal support) levied against an employee's pay. Under the federal Child Support Enforcement Act of 1984, income-withholding orders for child support take priority over all other wage withholding orders.
- While it is not the intent of Concordia College to become involved in the personal affairs of its employees, we are required to follow court-ordered deductions from pay. The employee will be notified by the payroll office upon receipt of the court order. The payroll office is responsible for computing the dollar amount legally allowed to be withheld from the employee's check. Employees may need to complete a form indicating dependents.

## 10. "DOCK IN PAY" DEDUCTIONS

- A dock in pay will occur when a request for leave time exceeds the leave balance available. Currently, when sick pay is requested and no balance exists except for vacation leave, the system will automatically reduce vacation leave. However, if vacation leave is requested and no vacation leave is available, then a dock in pay may occur. As well, if sick leave is requested and no other leave is available a dock in pay may also occur.
  - *Non-Exempt Employees:* Non-exempt employees are defined by the hours they work. Therefore, when all leave balances are exhausted the system will automatically create a dock in pay for the month in which the request exceeds the leave balance.
  - *Exempt Employees:* Since exempt employees are paid based on work loads rather than hours worked, there are certain rules pertaining to an institution's ability to dock pay for use of leave above and beyond the balance available.
    - ✓ Concordia College prohibits improper pay deductions for exempt status employees leaves. To insure that exempt employees are not put in exempt status jeopardy because of an improper deduction

for leave, an employee should notify the Human Resources Office if he/she believes an improper deduction for absence has been made. If the deduction is found to be improper, Concordia College will reimburse the employee's paycheck for the amount deducted.

## 11. VOLUNTARY DEDUCTIONS OR REDUCTIONS

These deductions must be authorized by the employee, by completing and signing the appropriate form. These deductions remain in effect until the employee notifies the Human Resources Office in writing of the change, or the Human Resources Office notifies the employee that a new enrollment is necessary.

- Deductions may include contributions to Concordia or CHAD, payments to credit unions, or campus lunches.
- Reductions include tax deferred annuity contributions, flexible spending contributions, or health care employee premiums.

### Concordia Flexible Spending Account Plan

This plan allows employees to set aside some of their salary before taxes to pay for contributions to this benefit plan. These pre-tax dollars may be used for eligible health and dependent care expenses.

- Regular employees (if eligible for CHP) are eligible.
- Elections up to \$3000 annually for health and \$5000 for dependent care reimbursement.
- Open enrollment the end of each calendar year for those who are eligible.

Contributions may be used for the following:

- To establish a health care expense account and use that account to cover family health care expenses not covered by insurance or other sources, and/or

- To establish a dependent care expense account and use that account to cover certain expenses involved in caring for dependents while working.

Summary Plan Descriptions, plan election forms, and claim forms are available from the Human Resources Office.

Concordia College complies with the HIPAA (Health Insurance Portability and Accountability Act) Privacy Rules (45 CFR 160 and 164).

*Who administrates this plan for Concordia College employees?* Cattle National Bank and Trust is considered the Third Party Administrator for this plan.

*How do I elect this plan?* Concordia allows for annual enrollment into this Cafeteria Plan called the Concordia College Flexible Spending Account Plan. Currently, the plan runs from January 1 to December 31 of any year. It is scheduled to coordinate with the Concordia Health Plan year.

### **Tax Sheltered Annuities**

Concordia College does not sponsor a tax shelter annuity plan (403b). However, it does allow employees who qualify for the benefit programs to have pre-tax wages withheld and disbursed to an authorized provider of their choice. It is the employee's responsibility to determine their maximum eligible reduction for a TSA (Tax Shelter Annuity) based on IRS guidelines. There are no forms available at this time through the Human Resources Office. TSA companies should be contacted by the employee and forms sent to the Human Resources Office for payroll input.

Please contact the Human Resources Office for a current list of TSA companies which Concordia College does business with.

## YOUR BENEFITS

The following is a list of benefits offered to employees of Concordia College. Please note that not all employees are eligible for all benefits. Be sure to check the benefits available to you based on your date of employment, seniority, exempt/non-exempt classification, full-time/part-time employment, regular/temporary, service, and level of employment status.

### **1. CONCORDIA WORKER BENEFIT PLANS**

#### **Benefit Eligibility Classifications (as designated by Worker Benefit Plans)**

##### **○ Eligible for Benefits**

- *Regular Employee:* Persons regularly working more than 30 hours per week for a period beyond five months.
- *Part-time Employee:* Persons working 21–30 hours per week.

##### **○ Not Eligible for Benefits**

- *Part-time Employee:* Persons scheduled to work 20 hours or less per week.
- *Temporary:* Persons scheduled to work full-time or part-time with an expectation of employment of no more than six (6) consecutive months.

#### **Concordia Health Plan**

Concordia College offers the Concordia Health Plan to regular employees who work more than 30 hours per week and more than five months per year.

Coverage under the Concordia Health Plan includes the following:

- Medical Care

For Alabama Employees: Preferred Provider Organization  
Administered by Blue Cross Blue Shield  
1-800-793-6922

For Missouri Employees: Preferred Provider Organization  
Administered by Aetna  
1-877-278-0460

For other states: Contact the Human Resources Office  
for Administrator/Provider Information

- Prescription Drugs

Administered by Express Scripts  
1-800-789-7488

- Dental Care

Administered by CIGNA  
1-888-336-8258

You do not have to choose a CIGNA dentist, but if you do you may receive additional benefits/savings.

- Vision Care Discounts

Cole Managed Vision administered by Aetna Health  
1-800-793-8616

- Hearing Care Discounts

National Ear Care Plan  
1-800-999-1458

- Mental Health and Substance Abuse Care

Administered by ValuOptions  
1-800-428-0957

- Member Assistance Program (MAP)

Administered by ValuOptions  
1-800-428-0957

For a comprehensive explanation of benefit coverage, please consult the current Concordia Health Plan publication, available by calling Worker Benefit Plans at 1-888-927-7526 or visit the Worker Benefit Plans website at [www.wbp.org>benefits>Concordia Health Plan](http://www.wbp.org>benefits>Concordia Health Plan).

Coverage in the Concordia Health Plan begins the first day of the month following the date of employment once the appropriate enrollment forms are completed. New employees have 60 days to make application for health care coverage. An employee who does not wish to participate in the Concordia Health Plan must sign a Non-Enrollment Form to decline coverage.

Currently, employees choose between a three-tiered plan, named as Option A, B, or C. These options vary in deductible and co-pay amounts. Each option has a four-level premium amount based on self, self and spouse, self and children, or family. Annually, the employer will approve the amount it will fund of the entire premium and employees choose the plan that best fits their needs financially and medically.

### **Concordia Disability and Survivor Plan**

Concordia College enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than five months per year, in the Concordia Disability and Survivor Plan.

This comprehensive plan covers up to 70% of gross monthly wage for eligible injury or illness. Concordia College pays the entire premium for all eligible employees.

For a comprehensive explanation of benefit coverage the employee should consult the current applicable Concordia Disability and Survivor Plan publication, which is available by calling Worker Benefit Plans at 1-888-927-7526; or visit the Worker Benefit Plans website at [www.wbp.org>benefits>Concordia Disability and Survivor Plan](http://www.wbp.org>benefits>Concordia Disability and Survivor Plan).

Coverage begins the first day of the month following the date of employment once the appropriate enrollment forms are completed.

Concordia College pays the premium for eligible employees.

#### **How do I use my disability benefit?**

- Notify the Human Resources Office of the disability, whether maternity leave or because of illness or injury. Human Resources will coordinate the use of your leave for your absence during your disability leave.
- Contact Worker Benefit Plans—Disability at 1-888-927-7526 ext. 1953.

The following information will be needed when contacting them:

- 1) The name of your physician
  - 2) Your physician's phone number
  - 3) The date you last worked
  - 4) A phone number where you can be reached
- Worker Benefit Plans—Disability will connect you with a Broadspire caseworker. Broadspire will work with you and your physician regarding your disability.

#### **Disability Pay**

- You may use your leave time to pay for the first 14 days of disability, which is your responsibility under the plan.
- Starting with the 15<sup>th</sup> day, your disability benefit will begin.
- Disability pay from the plan is 70% of your monthly compensation.
- If you have leave balances available, you can have them paid out to you at no more than 30% of your monthly compensation during your disability. The combination of your disability pay and your monthly pay from Concordia College will not exceed 100%.

#### **Return to Work**

- A note from your doctor must be presented to the Human Resources Office to release you to come back to work on the day you return to work.
- If you are released with restrictions, your restrictions must be clearly written on the doctor's note.
- While on restricted work status, Concordia will periodically require a doctor's note regarding your restricted work status until you are cleared to return without restriction.

#### **Retirement Plan**

Concordia College enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than five months per year, in the Concordia Retirement Plan.

For a comprehensive explanation of benefit coverage, the employee should consult the current applicable Concordia Retirement Plan publication, which is available by calling Worker Benefit Plans at 1-888-927-7526 or visit the Worker Benefit Plans website at [www.wbp.org/benefits/Concordia](http://www.wbp.org/benefits/Concordia) Retirement Plan.

Coverage begins the first day of the month following the date of employment once the appropriate enrollment forms are completed.

Concordia College pays the premium for eligible employees.

#### **Accident Insurance Program (AIP)**

This plan covers accidental death, accidental dismemberment, and paralysis of the limbs.

If you are eligible to be enrolled in any of the other Concordia Worker Benefit Plans, you may enroll in the All-Cause Accident Insurance Program.

Premiums are structured on employee or family coverage and dollar amount of coverage.



For comprehensive information regarding this benefit, please visit the Worker Benefit website at [www.wbp.org](http://www.wbp.org)>Benefits>All-Cause Accident Insurance Plan.

While Concordia College offers this as an additional benefit plan under the umbrella of Worker Benefit Plans, it does not pay any part of this premium. Therefore, as an employee option benefit, the employee assumes the cost of this premium. Premiums are deducted from the employee's monthly pay.

## 2. HOLIDAYS

All staff employees who are regularly scheduled to work are eligible for holiday pay if the holiday falls on a normally scheduled workday. In the event they are regularly scheduled to work on the same day of the week as the holiday falls, they would receive the same number of paid work hours for that holiday as the scheduled workday. (For example, a staff employee normally scheduled for four hours during a Thursday would receive four hours of holiday pay if the holiday fell on Thursday.)

Staff employees are granted the following paid holidays per year:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The following conditions apply to Concordia College-Selma's holiday pay policy:

- Holiday pay **will not** be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at individual employee's base rate of pay.

- If an employee is scheduled to work on a holiday, he or she will be paid employee's regular rate of pay plus holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- Employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.
- During the school holidays, we say that the college is not closed. Just because there are no classes, that does not mean that we close the college, except at Christmas—and selected staff still have to work.

## 3. FLOATING HOLIDAYS

Concordia College grants four floating holidays per year. These holidays are determined annually by the President's office upon the recommendation of the Human Resources Office.

Generally, the Friday after Thanksgiving is a designated floating holiday. The remaining three floating holidays may also be designated at the discretion of the President. If they are not designated, employees may use these floating holidays as an opportunity to observe other holidays of their choice that are not granted by the institution, or any other day of their choice.

You will need to receive advance approval from your supervisor for the day requested by completing a Leave Form. The day will be recorded and treated as a holiday.

Floating holidays are not carried over from year to year. They must be used in the year given.

#### 4. VACATION LEAVE

The purpose of vacations is to provide staff time off from work with pay for rest and relaxation. Vacation leave is earned after one year of service to Concordia College-Selma (unless otherwise stated in an employee contract). Vacation leave begins to accrue on the first day of each month and may be used when considered earned the first day of the following month.

- Vacation is accrued at a rate of 6.67 hours per month which equates to .83 days per month.
- Vacation leave is not carried forward over from year to year. Maximum accrual for both full-time exempt and full-time non-exempt is 80 hours (the equivalent of ten days).
- Part-time exempt and non exempt staff are granted vacation leave on a pro-rated full-time equivalency basis, provided they are at least 50% part-time regular staff (work at least 20 hours per week).
- Unused vacation leave is not paid out to the employee upon retirement or termination of employment.

#### 5. SICK LEAVE

Sick leave is designed to protect *employees* against loss of income during either a short-term or an extended absence caused by illness or injury.

At Concordia College-Selma your sick leave may also be used when a dependent member of the family requires aid and attendance by the employee. (Sick leave requests for a member of your family not residing with you must be pre-approved by your supervisor.) Medical and dental appointments are permitted to be charged against sick leave. In all cases, notify your supervisor as soon as possible about any absence from your work.

A written notification of inability to work may be required for any sick leave period exceeding three (3) consecutive working days. This written

notification may also be required when the employee is to return to work. Sick leave may not be advanced.

- For all staff, sick leave is given at a rate of four (4) hours per monthly pay period, which is equivalent of six (6) days per year.
- Part-time staff are granted sick leave on a pro-rated full-time equivalency basis provided they are at least 50% part-time regular staff (work at least 20 hours per week).
- Sick leave may be accumulated up to a maximum of 160 hours. *Because one of the stipulated conditions for the use of sick leave is that the individual be currently employed by Concordia at the time the sick leave occurs, individuals are not entitled to the use of or pay for unused sick leave upon or after the termination of their employment with Concordia for any reason.*
- Unused sick leave is not paid out to the employee upon retirement or termination of employment.

#### 6. OTHER LEAVES

##### Voting Leave

All employees are encouraged to exercise their right to vote in all elections.

##### Jury Duty or Court Leave

Notification of summons to serve on a jury is to be communicated to the employee's supervisor. As a matter of good citizenship, employees are expected to serve when called upon for jury duty.

Concordia grants full pay to an employee called to jury duty if the employee remits his/her jury duty pay to the College. This transaction is to be coordinated through the Human Resources Office. If jury duty does not require the full work day, the employee is expected to report for work for the remainder of the day.

\*If an employee volunteers to serve as a witness in court or a teller at elections, the time off from the job will be deducted from the employee's

pay. Such absences should always be cleared in advance with the employee's supervisor.

### **Military Leave**

Employees who are members of the reserve military forces or National Guard may request leaves of absence without pay or use their accumulated vacation for the usual prescribed training period of two weeks.

Employees who are members of the reserve military forces, National Guard, or drafted by the government for deployment to war are allowed time off to serve without penalty. The employees' time away is not counted as sick leave, vacation, or otherwise, and their job will be held for them until they return. Compensation and benefits are reinstated upon the employee's return to work. Compensation will not be penalized for absence. Increases, if applied to the workforce during the member's absence, will be applied to the employee upon return to work.

### **Professional Leave**

Any full-time employee may be granted the time to attend meetings connected with his/her occupation. The meeting and time of attendance must have the approval of the administrative supervisor. Reimbursement for expenses must have prior authorization and be carried through normal budget channels.

### **Funeral Leave**

Compassionate leave of up to three days per calendar year may be given to an employee for the death of a member of the employee's immediate family; spouse, children, parents, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, and grandparents. Such leaves are to be arranged and approved through mutual consent of the employee and the supervisor.

### **Maternity Leave**

A pregnancy is treated in the same way as any other illness or disability for the purpose of determining whether disability benefits are payable. In this regard, the following will apply:

- A pregnant employee may continue to work until her physician certifies in writing that she is disabled and should cease working. If the employee works until she establishes a disability by furnishing such medical certification, she will thereafter receive payments during the time of disability to the same extent that a person is paid during disability arising from any reason as previously described.
- If a pregnant employee wishes to cease work without having furnished a physician's certificate that she is disabled, she must request a leave of absence without pay. As in all other instances where a person becomes disabled while on a leave without pay, such person is not eligible for disability benefits during the previously agreed upon period of the non-paid leave.

Within 30 days prior to anticipated delivery date or earlier if possible, the employee should discuss with the Human Resources Office the matter of the anticipated absence due to pregnancy. This is to insure a mutual agreement between Concordia College and the employee, and to clarify any questions.

### **Paternity Leave**

Concordia College allows the use of sick leave and/or vacation leave for fathers requesting time off due to the birth of a child. Additional time off may be granted through the use of Family and Medical Leave (see below). Paternity leave should be arranged with the supervisor in advance so that your job duties may be appropriately covered during the absence.

## **7. FAMILY AND MEDICAL LEAVE**

Concordia College recognizes that leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA).

### **Eligible Employees**

Employees eligible for family and medical leave are those who:

- Are one of 50 employees within a 75-mile radius;
- Have been employed for at least 12 months; and
- Have worked at least 1,250 hours during the previous 12-month period.

An eligible employee may take unpaid leave for the following reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- The care of a child, spouse, or parent ("family member") who has a serious health condition; or
- The serious health condition of the employee.

#### **Length of Leave**

An eligible employee may be entitled to up to 12 weeks of unpaid leave within a 12-month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination.

All leave taken under this policy and leave for any other reason which would qualify under FMLA (e. g., worker's compensation leave) will be counted against the employee's leave entitlement under FMLA.

#### **Substitution of Paid Leave**

During a family or medical leave provided under this policy, an employee shall first exhaust all available vacation, personal paid leave, or paid sick leave before continuing such leave on an unpaid basis.

#### **Certification**

If an employee takes a leave of absence because of a serious health condition of the employee or the employee's "family member", the

employee must submit to the Human Resources Office a written medical certification from a health care provider of the serious health condition. Failure to provide such certification upon request may result in a denial or a delay of leave. Concordia College reserves the right to require that the employee receive a second (and possibly a third) opinion from a health care provider (at the employer's expense) certifying the serious health condition of the employee or the employee's "family member". Concordia College reserves the right to require an employee to provide recertification of the medical condition for which leave is taken.

Before returning to work, an employee who is on a leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, Concordia College may also periodically inquire about the employee's intent to return to work.

#### **Intermittent or Reduced Leave**

Leave taken because of the employee's or "family member's" serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. Concordia College may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative position for which the employee is qualified, or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

#### **Insurance Premiums**

During the employee's family or medical leave of absence, Concordia College will continue to provide health insurance coverage for the employee; however the employee will remain personally responsible for paying the employee's portion of the insurance premiums covered in our policy.

An employee who does not return will be required to repay all insurance premiums paid by Concordia College during the leave.

### **Job Restoration**

Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination.

Certain “key employees” may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. Concordia College will notify such employees of their “key employee” status and the condition under which job restoration may be denied, if applicable.

### **Employee Notification**

An employee who expects or anticipates taking family or medical leave is required to notify the Human Resources Office in writing of the date of commencement and the expected duration of the leave at least 30 days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. In cases where the need for leave is foreseeable, an employee’s failure to provide 30 days notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a complete Application for Leave Form to the Human Resources Office.

### **Contact the Human Resources Office**

An employee who anticipates the possibility of taking family or medical leave, or has any questions about the application of this policy to their particular situation, should contact the Human Resources Office.

## **8. DISABILITY LEAVES**

If an employee is determined to have a certifiable disability and is receiving benefits through the Concordia Disability and Survivor Plan at a rate of 70% of regular wage, he/she will be considered to be on disability leave. Staff must use sick leave and/or vacation leave to supplement the 14 days of absence required prior to the start of disability benefits. When disability

benefits begin on the 15<sup>th</sup> day, the Payroll Office will continue use sick leave and/or vacation leave to make up the 30% gap in wages not covered in the disability benefit if those leaves are available, until they are gone.

- Employees will need to make arrangements for the payment of their portion of health care premiums while they are out on disability leave. However, after three months of disability, Worker Benefit Plans will waive the premium for the employee.
- Employees exceeding three months of disability leave will no longer be considered a full-time employee by Worker Benefit Plans, and therefore no longer eligible for the Accident Insurance Plan as well.
- Leaves will not accrue for employees out on disability leave.
- Return to work will require a doctor’s note, dismissing the employee from disability leave.

## **9. REQUESTED LEAVES OF ABSENCE**

Leaves of absence are rarely granted. When they are, it shall be without pay or accumulation of benefits for a period not to exceed three months. Applications for leave can be granted with the recommendation of the department supervisor through the Human Resources Office for final approval. Any employee who is granted leave of absence without pay is reinstated to the same or similar position at the expiration of such leave.

## **10. INCLEMENT WEATHER/EMERGENCY CLOSING**

Concordia College does not close for severe weather. (Classes may be canceled.) If, due to severe weather you are not able to work, vacation time or deduct in pay may be used. Employees who are late because of weather conditions may be given a chance to make up their missed time if work schedules and conditions permit.

It is the nature of storms and emergencies that all aspects of the problems they create cannot be predicted. Considerable individual judgment will

usually be needed and sometimes the necessary decisions will affect some employees differently than it affects others.

If a storm or severe weather condition develops during the working hours, all employees are encouraged to monitor the progress of the storm and to seek appropriate cover if the alarm is sounded by civil defense sirens, or if instructed to do so by announcements aired on local radio or television stations. All employees are encouraged to become familiar with the best route to the emergency shelter area designated for their building. During these emergencies, no employee will be released to leave the campus without the authorization to do so from their immediate supervisor, and any who choose to do so without approval will be taking this action at their own risk.

If staff are unable to work due to factors beyond the control of the College, (power failure or property destruction), and are requested to remain at home or leave work early, vacation time or deduct in pay may be used. Employees may be given a chance to make up their missed time if work schedules and conditions permit

## 11. ENVIRONMENTAL CONDITIONS

If environmental conditions in a building or work area are inappropriate for members of the staff to perform their normally assigned tasks (such as lack of heat or water, chemical spills, emergency asbestos abatement), the head of the department should report this condition to the Human Resources Office, and with approval, the staff will be excused if no other alternative is practical.

Other alternatives will be considered, such as:

- Arranging for use of another building;
- Rescheduling work for a Saturday; or
- Allowing employees to take work home

If these alternatives are not possible due either to the institution's inability to make arrangements or the employee's inability to make the accommodation attempted by the employer, employees will be excused

with pay. These absences would be only for those who reported for work at the time the decision was made.

When it can be determined in advance that a department or work area will be temporarily closed down or facilities or equipment for work cannot be provided and employees are notified, the above policy is not applicable. Alternatives will be considered. If advance arrangements cannot be made, employees will be given at least one week prior notice that they will be placed in a non-working status without pay. Employees may be paid for their accumulated vacation before being placed in a non-working status without pay.

## 12. WORKER'S COMPENSATION INSURANCE

Concordia College provides Worker's Compensation benefits for those employees covered as determined by the laws of the State of Alabama. No premium for this coverage is charged the employee.

All injuries sustained on the job, even if you feel such to be minor, must be reported promptly to the Human Resources Office to avoid jeopardizing coverage.

## 13. TUITION WAIVERS

Generally, Concordia College provides tuition waivers to its employees and immediate family members of employees limited to their spouse and dependent children or children for which the employee serves as a guardian.

## 14. ADMISSION TO CAMPUS EVENTS

Identification cards are made available to all employees of Concordia College. ID cards may be used for free or reduced admission to home athletic events, concerts, plays, and other events which may be designated as requiring ID cards.

# DISCLAIMER

I understand that this handbook contains the policies and procedures applicable to Concordia College-Selma staff. This is not a contract, nor should the language used in this handbook be construed as creating a contract, express or implied, between Concordia College-Selma and any of its staff. The policies and procedures stated in this handbook are subject to change at the sole discretion of Concordia College-Selma, as are all other policies, procedures, benefits, and other programs of the College.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_







# CONCORDIA COLLEGE

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