

SPRING HILL

1830



EMPLOYEE POLICIES AND
PROCEDURES MANUAL

Spring Hill College

Employee Policies and Procedures Manual

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Prologue

This *Employee Policies and Procedures Manual* and the policies, procedures, and information contained herein do not in any way constitute a promise or contract (or part of a contract of employment) and should not be construed as any type of contract between the employer and the employee. Furthermore, no College officer, agent, or employee shall have either actual or apparent authority to offer or promise any employee, orally or otherwise, permanent employment unless and until the time that such agreement is reduced to writing, signed by both employer and employee, and approved by a formal written resolution of the President of the College.

Spring Hill College hereby expressly reserves the right at its sole discretion to amend, modify, delete, cancel, or add to any and all provisions, policies, and information contained herein. The interpretation, construction, and application of the provisions contained in this *Manual* are also within the College's sole discretion. Each employee is responsible for updating his or her *Manual* when handouts are issued from time to time.

The College remains in compliance with all applicable federal, state, and/or local legislation and regulations. The policies, procedures, and information contained herein shall not be construed in contravention to such legislation and regulations.

Employee Policies and Procedures Manual

Chapter 1

The College: Official History

Official histories of Spring Hill College may be found in a number of places. *The Torch on the Hill* (1931), by Michael Kenny, S.J., is a detailed and scholarly narrative of the founding of the College and of its first one hundred years. Andrew C. Smith, S.J., has published a brief history in a pamphlet entitled "The Phoenix and the Turtle" (1957), and a concise history is to be found near the beginning of each issue of the *Bulletin of Information*.

The College: Mission Statement

Rooted in its Catholic heritage and continuing the centuries-old Jesuit tradition of educational excellence, Spring Hill College forms students to become responsible leaders in service to others.

We offer our students a thorough preparation for professional excellence; and we strive to awaken mind and spirit to the pursuit of truth and to the ever-deepening appreciation of the beauty of creation, the dignity of life, the demands of justice and the mystery of God's love.

In our community of living and learning, we are committed to the Jesuit tradition of "cura personalis," that is, a care for the spiritual, social and intellectual growth of each person.

Through informed dialogue with the world's cultures, religions and peoples, we promote solidarity with the entire human family.

And true to the Catholic and Biblical tradition, we nurture both the personal and social dimensions of faith, seeking to draw our students into a deeper and more vital relationship with God.

History

The history of Spring Hill College is deeply rooted in the early French and Catholic culture of the Gulf Coast. Successful French colonization efforts led to the development of trading centers on water routes that attracted increasingly larger populations. Mobile soon became a focal point for commercial activity as well as the seat of the Bishop of Mobile, whose diocese extended throughout Alabama and to the east coast of Florida. Bishop Michael Portier, recognizing the need for Catholic higher education in the Southeast, founded Spring Hill College in 1830. In 1847, Bishop Portier invited the Fathers of the Lyons Province of the Society of Jesus to take possession of the College.

As the oldest college in Alabama, the first Catholic college in the Southeast and the third oldest Jesuit college in the United States, Spring Hill's heritage remains vital, its mission constant: to educate students to become responsible leaders in service to others.

It comes to this mission from its Jesuit, Catholic philosophy of learning; it realizes that the internal dynamic of the intellect is to reach toward the fulfillment of Truth, God, while the internal dynamic of faith is not only to accept “through grace” the essential otherness of God, but to reach toward an ever increasing understanding of its mysteries. Such a conjunction of faith and reason, leading to a knowledge of God and of creation, necessarily results in a desire to see that all men and women share that vision, share in God's love, and therefore share in the benefits of creation. Thus, we are enjoined, through the process of a personalized education, to protect the rights of all and to work for that peace and justice which is the intent of God's kingdom.

A Comprehensive Liberal Arts College

The tradition and identity of Spring Hill have thus been formed from the strength of its Catholic heritage and its Jesuit spirituality and educational philosophy. Indeed, the College derives its academic character from its insistence on the primary importance of the liberal arts and sciences. It offers a multidimensional education, providing students the humanistic foundation for a life of continuous learning.

Through the Core Curriculum, adapted from the values-oriented program of studies of the Jesuit tradition, students explore artistic, historical, scientific, philosophical and religious approaches to reality. Methods and principles are stressed and emphasis is placed on the quest for understanding. These studies are designed to assist students in developing breadth and variety of knowledge as well as skills in analysis, synthesis, and judgment. Combined with specialized studies in major areas, which prepare students directly for careers or for graduate school, the liberal arts and sciences provide the context both for the integration of knowledge and for clarification of values.

Through such knowledge and skills, the College aims at fostering the intellectual growth of men and women who are free from ignorance, narrowness of interest, and bigotry. True to its heritage, the College recognizes its responsibility to transmit Christian values and to challenge students to the highest ideals.

The College also recognizes its responsibility to carry its educational vision to the broader community by developing programs, both graduate and undergraduate, which respond to the needs of the growing number of non-traditional students in its local area and by extending its theological resources to the service of the Catholic Southeast.

Characteristics of Spring Hill College

Spring Hill draws its inspiration from the religious, humanistic vision of Ignatius Loyola who started his first schools in the middle of the sixteenth century. He wanted to bring to the Renaissance world of his time the knowledge that the world is charged with the grandeur of God, as the nineteenth-century Jesuit poet Gerard Manley Hopkins would write; and he hoped to lead people to a knowledge of that God. In this desire to serve his world and his Church, he recognized that education was a key element. He knew that a disciplined growth in the knowledge and understanding of creation, grounded in faith, is

indispensable for the right ordering of society. Both Ignatius and his followers, to achieve their vision, regarded certain characteristics essential to the identity of their educational institutions; they are expectations demanded of our students, they are qualities that strengthen and perpetuate the education provided by Spring Hill College.

Academic Excellence:

Spring Hill College is committed to academic excellence. In an atmosphere of open inquiry, students and teachers together experience the significance of the intellectual life; they learn that it establishes a society's cultural values and is responsible for the communication of those values to future generations. Thus the academic community pursues and shares knowledge through serious scholarship in a desire to know the truth of creation, appreciate its beauty, and serve it with humility.

To accomplish this, the College employs selective enrollment, and it recruits faculty who have either already demonstrated excellence in teaching or who exhibit a desire to excel; it further encourages the faculty's continuing academic development. These dedicated faculty carry on the Jesuit tradition of vigorous intellectual discipline and an attention to detail that are the foundation of learning. And though such learning takes place primarily in the classroom, in the interaction between student and teacher, and in hours of careful study, the wider ranges of campus life are also meant to provide opportunities for intellectual stimulation.

Leadership:

Learning is the empowerment that makes authority and constructive action possible. Campus life—both curricular and extra-curricular—involves students in active learning experiences that are designed to help them grow creatively, and the personal size of the student body ensures effective participation by everyone. They are thus encouraged to take positions of responsibility; and they often find themselves judged, formally or informally, on their ability to lead. This nurturing environment fosters initiative and determination, and helps students to become dynamic leaders whose dedication and courage in serving others ennoble their community.

Personal Development:

Every aspect of campus life has as its purpose the formation of the balanced person who, through habits of reflection, through enriching relationships with other students and with teachers, develops a mature world-view. These opportunities are not limited to the academic; rather, residence hall life, intercollegiate and intramural athletic competition, liturgies, retreats, and campus social functions all serve to promote individual development within the community. The College offers its students the joy of learning and the excitement of personal discovery. Students thus become self-disciplined, open to growth, and aware of the responsibilities that true freedom demands.

Community:

The College attempts to create a genuine community based on the pursuit, common to students and faculty, of intellectual growth and personal development. Concern for the individual person—what Jesuits have traditionally called *cura personalis*—is a fundamental characteristic of the Spring Hill community. This personalized care, possible because of the College's comfortable size, allows each student to develop individually, but also, and simultaneously, as a member of a community bonded by shared ideals. Members of a community are galvanized by unity of purpose; they appropriate the

community's ideals for themselves and have a stake in their fulfillment; in advancing these ideals, they become leaders.

Diversity:

The College purposely seeks a diverse student body. Given the interdependence of the global environment, diversity is a practical preparation for life, but it is also a stimulation to a well-rounded education. Diversity is richness. Thus the College welcomes students of varying nationalities, geographic regions, ages, and religions, as well as diverse social and economic backgrounds. The one common element the College seeks in all its students is an openness to the values of a personalized, Jesuit, liberal arts education.

Service:

The Spring Hill experience, therefore, in all its dimensions, challenges students to excel as informed and responsible leaders in service to others. Recognizing and serving the needs of one another is an important facet of campus life, and students are faced with this responsibility on a daily basis. But that responsibility extends far beyond campus boundaries: the call to serve has been made more urgent than ever in Jesuit institutions by the commitment of the Society of Jesus to promote faith by seeking the justice that the gospel demands.

This is a call to Christian love—the disposition to love others as God loves us—which the College community believes should be the overriding influence on its every action, its every decision. Students should, through the education Spring Hill offers, be made aware of their special obligations to the world of the disadvantaged and the impoverished. They are urged to share with the College its responsibility to bring political, social, and cultural benefit to the Mobile community and, ultimately, to society at large.

Official Publications

All publications associated with the name of the College or with the name of any of its approved and recognized organizations must have official approval, and recognized and proposed publications must meet the approval of the President and the Board of Trustees. Four of our main publications: *Bulletin of Information*, *Employee Policies and Procedures Manual*, *Faculty Manual*, and the *Fringe Benefits Manual*. These publications are designed as a comprehensive source of official statements of College policy and procedures for students and employees. The final publication is the *Student Handbook*, disseminated yearly by the Office of the Vice President for Student Affairs. It addresses both academic and non-academic aspects of student life and conduct. All employees are expected to be familiar with these official publications and their contents.

Chapter 2

The Administration

General Administration

2.1.1. Spring Hill College Mission Statement:

Rooted in its Catholic heritage and continuing the centuries-old Jesuit tradition of educational excellence, Spring Hill College forms students to become responsible leaders in service to others.

We offer our students a thorough preparation for professional excellence; and we strive to awaken mind and spirit to the pursuit of truth and to the ever-deepening appreciation of the beauty of creation, the dignity of life, the demands of justice and the mystery of God's love.

In our community of living and learning, we are committed to the Jesuit tradition of "cura personalis," that is, a care for the spiritual, social and intellectual growth of each person.

Through informed dialogue with the world's cultures, religions and peoples, we promote solidarity with the entire human family.

And true to the Catholic and Biblical tradition, we nurture both the personal and social dimensions of faith, seeking to draw our students into a deeper and more vital relationship with God.

2.1.2. Spring Hill College is the legal corporate title of the institution.

2.1.3. The Board of Trustees is the governing board of the College. The President of the College is the Chief Executive Officer of the College.

2.1.4. The Chancellor, a member of the President's Cabinet, provides opportunities to strengthen the mission and identity of the College.

Chief Administration

2.1.5. The Cabinet members answering to the President are the following:

- i. Provost
- ii. Vice President for Advancement
- iii. Director of Athletics and Recreation
- iv. Vice President for Business and Finance
- v. Vice President for Enrollment Management
- vi. Chief Information Officer
- vii. Vice President for Student Affairs
- viii. Chancellor

Each performs the duties of his or her office with the full authority from the President.

2.1.6. [Organizational chart 2.1.](#)

2.1.7. [Organizational chart detail 2.1.](#)

Academic Administration

2.2.1. Academic Affairs Mission Statement:

Academic Affairs is responsible for general academic policy for graduate and undergraduate programs, student academic status, and faculty appointments and contracts. Various offices under academic affairs are listed below:

Office of the Provost
Office of the Associate Provost
Office of Assessment
Institutional Research
Office of the Registrar
Faculty Development

2.2.2. The Provost, the chief academic officer of the College, is appointed by the President for an indefinite term.

2.2.3. [Organizational chart 2.2.](#)

2.2.4. [Organizational chart detail 2.2.](#)

Office of Advancement

2.3.1. Office of Advancement Mission Statement:

The Office for Advancement is dedicated to advancing Spring Hill College as a Jesuit, liberal arts institution committed to educational excellence. In support of this mission, we engage our constituencies through fundraising, donor stewardship, building and sustaining alumni relations, and integrated marketing communications.

2.3.2. The Vice President for Advancement is appointed by the President of the College for an indefinite term.

2.3.3. [Organizational chart 2.3.](#)

2.3.4. [Organizational chart detail 2.3.](#)

Administration for Athletics and Recreation

2.4.1. Athletics and Recreation Mission Statement:

The intercollegiate athletic department contributes to the mission of Spring Hill College by enhancing the College's enrollment, retention, and reputation by providing a highly competitive intercollegiate athletics program that emphasizes student-athlete academic success.

2.4.2. The Director of Athletics and Recreation is appointed for an indefinite term by the President of the College.

2.4.3. [Organizational chart 2.4.](#)

2.4.4. [Organizational chart detail 2.4.](#)

Administration for Business and Finance

2.5.1. Business and Finance Mission Statement:

The Business and Finance Division contributes to the mission of Spring Hill College by providing sound, cost effective financial services, innovative business solutions, and quality support services to both internal and external constituents of the College, operating with the highest degree of integrity, transparency, and professionalism.

2.5.2. The Vice President for Business and Finance is the chief financial officer of the College and is appointed by the President for an indefinite term.

2.5.3. [Organizational chart 2.5.](#)

2.5.4. [Organizational chart detail 2.5.](#)

Enrollment Management

2.6.1. Enrollment Management Mission Statement:

Spring Hill College Enrollment Management exists to influence the size, shape and characteristic of the student body by directing institutional efforts in marketing, recruitment, and admissions as well as pricing and financial aid towards meeting the college's enrollment and budgetary goals.

2.6.2. The Vice President of Enrollment Management is appointed for an indefinite term by the President of the College and has overall responsibility for the Admissions Office and the Financial Aid Office.

2.6.3. [Organizational chart 2.6.](#)

2.6.4. [Organizational chart detail 2.6.](#)

Office of Information Technology

2.7.1. Information Technology Mission Statement:

The Office of Information Technology contributes to the mission of Spring Hill College by being a responsive and responsible customer-centric organization that enables and empowers the Spring Hill College community to effectively accomplish their goals through the use of technology.

2.7.2. The Chief Information Officer is appointed by the President for an indefinite term.

2.7.3. [Organizational chart 2.7.](#)

2.7.4. [Organizational chart detail 2.7.](#)

Administration for Student Affairs

2.8.1. Student Affairs Mission Statement:

The Division of Student Affairs partners with students in providing an environment centered on student learning and personal development. We foster a values-based community that supports the dignity and worth of all persons while enhancing an individual student's intellectual, physical, spiritual, social, and emotional development.

Residence Life

The Department of Residence Life helps fulfill the mission of the Division of Student Affairs by providing a safe, comfortable home where students can grow intellectually, physically, spiritually, socially and emotionally.

Student Center

The Student Center Staff helps fulfill the mission of The Division of Student Affairs by enhancing the community through exceptional facility and program management. Our building serves as the hub of activities and as the “living room” of the campus, providing safe, inviting spaces for events, study and socialization. We provide support for programs, student organizations, academic departments and the community, which creates opportunities for engagement and enriches campus life.

Student Involvement

The Center for Student Involvement helps fulfill the mission of the Division of Student Affairs by presenting students with opportunities and experiences that encourage personal growth, leadership development and involvement. We strive to build community and enrich campus life through leadership and diversity programs, student organizations and campus events.

Wellness Center

The Wellness Center helps fulfill the mission of the division of Student Affairs by enhancing the mental and physical health of our students. The center does this by providing quality health care, prevention focused services and confidential counseling. We strive to promote healthy lifestyles through programming and education with a focus on lifelong personal wellness through good decision-making.

2.8.2. The Vice President for Student Affairs, appointed by the President for an indefinite term, is the chief student affairs officer of the College.

2.8.3. [Organizational chart 2.8.](#)

2.8.4. [Organizational chart detail 2.8.](#)

Chapter 3

Employment Policies and Procedures

Equal Opportunity Employer

3.1.1. Spring Hill College has been, and continues as, an Equal Opportunity Employer. We will afford an equal opportunity for employment to all persons regardless of race, color, national origin, sex, disability, religion, veteran's status, genetic information, age, or any other protected characteristics as established by law. These include all policies and procedures relating to recruitment, hiring, compensation, benefits, termination and all other terms and conditions of employment. The College also provides equal access to all the privileges, programs, and activities available to the applicable level of employment. Employees who violate this policy are subject to appropriate corrective action.

Background Check Policy

3.2.1. Spring Hill College continues its efforts to maintain a safe learning and working environment for all students and employees and a similar atmosphere for its other constituents. Such an environment is desirable to reduce the likelihood of, *e.g.*, personal injury incidents to employees, students, and constituents, or damage to property. For these reasons and to both reduce unsatisfactory behavior in this learning and working environment and comply with all applicable legal and contractual requirements, the following policy will generally apply as indicated herein. Refusal to provide signed consent to a background check requiring same will prevent the person from working in the noted positions and may result in negative employment decisions, up to and including termination of employment.

3.2.2. The position an incumbent holds or a position an individual applies for and the information s/he gives during the interview process will determine which contingencies may apply to employment at Spring Hill.

All employees and members of religious orders working or residing at the College have been subject to and all persons applying for any position with the College will be subject to reference checks including but not limited to contact of former employers and/or managers, direct supervisors, *etc.* Unless required by law, reference checks will not be shared with the potential employee. Individuals who make written or oral claims to certain education credentials can expect the credentials to be subjected to verification.

3.2.3. Employees or potential employees who will be driving a company vehicle/renting a vehicle on behalf of the College or who will be driving their personal vehicles on College business on more than a *de minimis* basis will be subject to inspections of their Motor Vehicle Records. CDL drivers will also comply with additional Department of Transportation requirements (including but not limited to drug and alcohol testing).

3.2.4. At a minimum, employees in or applicants for any position in Athletics, Building Services, all College Grounds, Maintenance, Public Safety and Security, and Residence Life and for positions that include access to legally or *de facto* vulnerable constituents will also be subject to criminal history background checks. These checks may include, but may not necessarily be limited to, SSN/residence histories, federal, state, and county criminal record checks, sex offender registries, and fingerprinting. All applicable laws protecting the employee or potential employee will be adhered to.

3.2.5. Work/study or other student employees and volunteers who are affiliated in the same or similar capacities noted above may be subject to the same background checks as employees or potential employees.

3.2.6. Employees in or applicants for any position in the same or similar capacities noted above or for which the College reasonably determines has a special relationship to or includes frequent contact with its students and/or with legally or *de facto* vulnerable constituents may also be subject to drug testing. Notwithstanding anything herein to the contrary, this policy is in addition to, and not in lieu of, the requirements listed in the Spring Hill College “Drug and Alcohol Policies” and in Section 3.22 of this *Employee Policies and Procedures Manual*, both of which are posted in the Human Resources folder on the ac-server3, common drive (“G” drive) and/or the BadgerWeb portal.

3.2.7. Criminal History Background Checks: Although procedures may change or be updated from time to time, individuals who work, will work (if a prospective or new employee) or are affiliated with the areas noted earlier will assist the College in completing these checks. In general, the affected persons will receive written notification prior to the criminal history background checks occurring. The written notification will give an affected person information about written authorization to perform these background checks and for items of information that the person must provide in writing. The information is necessary to conduct thorough criminal history background checks.

3.2.8. Fingerprinting: In addition to the paperwork noted above, any applicable fingerprinting also requires the affected person’s signature and supplying written information on additional paperwork and may also require travel to the specified approved agencies (normally law enforcement agencies) where agency officials will obtain the requested prints.

3.2.9. Motor Vehicle Records Check: In general, the affected person will receive specific, written notification prior to the initial MVR check occurring. At the same time, a person will also complete and sign a form requesting items of information necessary to complete the MVR search.

3.2.10. Negative information: If the checks noted above reveal negative information on an affected person, and if that information might be used in whole or in part to take an adverse action against the person, prior to any adverse action/decision, the person will receive additional written information from the College. The information may include but may not necessarily be limited to the report containing the negative information and a “Summary of Your Rights Under the Fair Credit Reporting Act.” If adverse action is in fact taken based, whether in whole or in part, on the negative information, the person can expect to receive additional Fair Credit Reporting Act written information from the College about the person’s rights and options concerning the negative information.

3.2.11. The College strives to keep all background check results, whether normal or negative information, confidential and will distribute results only to those “who need to know.” Negative information obtained through a background check will be evaluated by considering all the circumstances on a case-by-case basis. Any applicable statutory requirements, such as FCRA, will be observed. Considerations may include but are not necessarily limited to the following factors:

- Absence or presence of special job responsibilities/ proposed job responsibilities that would narrow the acceptable degree of misconduct,
- Absence or presence of a pattern of misconduct,
- Degree of relationship to the individual’s job responsibilities/ proposed job responsibilities, Evidence of rehabilitation after misconduct,
- Implication of state or federal laws,
- Implication of College policies,
- Level of threat individual would pose,
- Seriousness of misconduct, and
- Timeframe when misconduct occurred.

Administrative Staff Recruitment

3.3.1. To ensure the consistent application of personnel policies, laws, and government regulations throughout the College, the position of Director of Human Resources exists at the College. This individual is responsible for facilitating the recruitment of applicants to fill vacancies and the screening of applicants. The department/office in which the vacancy exists has the final choice and approval before the person is employed.

3.3.2. In order to provide each department/ office with the type of applicants needed, it is necessary that the Director receive certain information in a timely manner. To initiate recruitment action for a position, the recruitment must be authorized by the President or his specific delegates (normally either the Vice President for Business and Finance or the Provost). Upon approval, the department/office should provide the following information about each vacancy, in writing: Name of department/office; account number from which salary or wage payments will be made; name and salary or wage of person being replaced; title of position; updated job description as approved by Human Resources; particular requests of the recruiting department/office; status of position (full-time, part-time; regular or temporary; exempt or non-exempt); date employment should begin; name and phone number of person who will conduct interviews; and any other pertinent information.

3.3.3. Human Resources will secure applications from individuals by forwarding the job announcement to all departments/offices for posting; and, for external searches, by appropriate means so as to provide equal employment opportunity to all individuals. These means may include referral from the State Employment Agency and general and/or field specific advertising. Vacancies will be publicized for ten (10) working days (usually Monday - Friday) before they are filled.

3.3.4. Human Resources assists departments/offices in the selection of minimally qualified applicants for interview. Considerations include minimum qualifications, other job-related technical skills and abilities, and job-related traits or qualities that are needed to bring strength and balance to both the operating unit in which the vacancy exists and the overall institution. Validation of all screening and selection procedures is extremely important in meeting compliance standards established for equal employment opportunity programs. Hiring departments/offices may not make private employment commitments for job openings. If they are aware of an applicant whom they desire to consider for the vacancy, they may refer such person Human Resources for review of qualifications.

3.3.5. Human Resources will submit all applications of individuals to the department/office for review and establishment of interviews. Applications for those individuals not meeting minimum qualifications will be retained with the job search file. The department/office should interview a reasonable number of qualified applicants (usually by phone and generally at least three and generally several more), select candidates for on-campus interviews, coordinate all applicable reference and/or background checks, select the new hire, and notify Human Resources of the choice and the beginning date of employment. The hiring department/office completes a Personnel Change Form containing all appropriate signatures to the Controller/Finance and Accounting Office, then the Disbursement Manager for processing and inclusion in the selected individual's personnel file. The department/office will contact the selected applicant and confirm employment.

3.3.6. The hiring department/office notifies all unsuccessful applicants of their non-selection, as supervised by Human Resources. The original application of the selected candidate and applications for all rejected applicants will be returned to Human Resources. The complete job search file, containing a copy of the selected application, will be retained in Human Resources for a minimum four-year period or as otherwise stated by applicable laws and regulations. The original application will be included in the selected individual's personnel file.

3.3.7. The supervisor will conduct the orientation process regarding the new employee's particular office or department and general campus information. The supervisor will explain department or work area, tasks involved, goals for his/her initial employment period, general work rules, rules of conduct, and applicable general campus procedures such as work orders and check requests. A separate orientation process regarding the College's history, mission, and goals is conducted, usually semi-annually.

3.3.8. Part of an employee's first day on campus will be spent with the Disbursement Manager (Payroll) completing payroll forms and receiving information concerning paydays, hours of work, and employee benefits. The Disbursement Manager is located in the Finance and Accounting Office. A new regular employee will also visit the Department of Public Safety and Security Office with the signed Photo Identification Card approval form s/he received to obtain an employee i.d. Public Safety will also register his/her automobile for a College parking decal.

3.3.9. A temporary employee will receive his/her identification card from the hiring department. Employees should carry this card and be prepared to present it to, *e.g.*, obtain a new employee's paycheck or enter special campus educational, cultural, athletic and social programs or events. All employee identification cards will be reissued only as necessary and shall be surrendered when leaving employment at the College.

3.3.10. Supervisors of work-study students or other student personnel are responsible for requiring these students to complete all appropriate forms in the Payroll Office on or before the first day of work.

3.3.11. Employees who have been separated from the institution for two years or less, if rehired, shall be subject to any applicable waiting periods but shall be reinstated with full benefits previously accrued. (I.e., a two-year bridge.)

3.3.12. Hourly employee positions are budgeted on a set workweek (*e.g.*, 37.5 hours, 20 hours). There is no guaranteed number of paid hours, however, and employees may be scheduled for workweeks greater or lesser than his/her budgeted hours.

Employee Recruiting Expense Procedures

3.4.1. Recruiting expenditures are necessary to hire qualified persons; however, the College cannot guarantee that any or all requested recruiting methods and expenditures would be approved. College offices, departments, and divisions should strive to minimize expenses whenever and wherever possible while meeting at a minimum the criteria set forth by applicable agencies, *e.g.*, the Equal Employment Opportunity Commission. The general guidelines for recruiting follow; they do not override general Finance & Accounting Office policies for proper use of purchase orders, *etc.*

3.4.2. Advertising open positions: Human Resources must approve all ad text. Human Resources will post and pay for the reasonable expense of job announcements. Depending on the nature of the position, the maximum expense absorbed through Human Resources budget will be the lesser of two paid sites or \$1,000. The department's Cabinet Member must approve the number and type of all job ads. The president must approve any expenses in excess of the job search's stated maximum. Free web posting is also a standard method and is encouraged as a networking method.

3.4.3. Travel to On-Campus Interviews: Hiring departments will arrange all on-campus interviews, with the following limitations. The College will pay for travel for exempt positions, including faculty. Normally, no more than two candidates for these professional exempt positions should be brought in when travel expenses will be incurred. The hiring department must research multiple vendor offers to find the overall best advance purchase, regular coach fare, which should be obtained at least two weeks prior to the interview. "Stay-over Saturday" flight rates must be balanced against added hotel, meal, and entertainment expenses to determine the overall most economical flight arrangements. Rental car expenses may not be incurred unless in exceptional situations; in these circumstances, the department must obtain prior written approval from its Cabinet Member. If a candidate self-drives (without *en route* lodging) to campus because it is more economical than advance purchase airfare, the hiring department may reimburse actual gas and on-the-road meal costs upon obtaining his/her detailed receipts. Alcohol purchases will not be reimbursed. If on-campus housing is not available, the hiring department will procure hotel room reservations using only the hotels

with which the College has negotiated rates. For availability of on-campus housing, please contact the President's Office. For information on negotiated-rate hotels, please contact Accounts Payable or the Director of the Student Center and Conference Services.

3.4.4. Campus Interviews: All meals should be taken in College dining facilities unless, despite best efforts in scheduling, the interviews occur when these facilities are closed. In no event will an off-campus meal/event exceed \$ 75.00, total cost for all participants. Alcohol purchases will not be reimbursed. Detailed receipts—not credit card summaries—are required for any reimbursement requests.

3.4.5. Maintaining and/or Closing Job Search Files: Hiring departments will pay the costs associated with phoning or otherwise contacting any applicant, conducting applicant phone interviews, *etc.*, and informing all applicants of the job search status, including its conclusion.

Promotion Policy

3.5.1. Spring Hill College will, within limits, promote qualified employees from within for clear business reasons: it provides an incentive to employees to know that they may advance at the College through skills and merit, *i.e.*, internal staff development. In these cases a current employee will have a unique perspective on the needs of the position, and will be the best choice for the College to succeed in fulfilling its mission. When open positions become available, the College will, within limits, process a selection from within, consistent with guidelines noted below and all EEOC considerations.

3.5.2. Promotion. Department supervisors who wish to fill a vacant position through promotion, or who wish to add additional responsibilities to an employee's job description, which will result in a change in grade and promotion, should follow the following guidelines. A department supervisor has the option to determine whether there is an internal candidate capable of fulfilling the responsibilities of the position to which he/she might be promoted. A promotion may be appropriate when a non-student employee clearly shows the ability to assume expanded responsibilities that are evidenced by a position and title change. Such example may result from an employee's specific skill set and his/her resulting significant accomplishments, relevant experience in a field, and evidence of increasing responsibility. If this is the case, the supervisor should provide a written proposal to the Provost or the appropriate Cabinet Officer for the division, who will discuss the proposal with the Director of Human Resources and the President. If this proposal is accepted, then a promotion may be made without advertising for the position. The President may require, *e.g.*, an internal search to avoid the exclusion of other qualified candidates.

3.5.3. Job Descriptions for Promotions, Title Changes, and Wage Adjustments. The Provost or appropriate Cabinet Officer must forward to Human Resources a final, updated job description to accompany a promotion, title change, and/or wage adjustment. The Provost/other Cabinet Officer will ensure the President reviews and approves the update before releasing the description to Human Resources.

3.5.4. Internal Search. If there are multiple qualified candidates on campus, then a department supervisor may choose to fill a vacant position through an internal search. In this process, a position is posted on the Spring Hill College campus for non-student employees. A job description should be submitted to Human Resources, resumes should be submitted through the normal process, interviews will take place, and a position may be filled if a suitable candidate is found. Examples where an internal search may be appropriate (by way of illustration, not limitation) include: a complicated or specialized position without a

similar counterpart in outside industry; an office reorganization/restructure not resulting in additional staff positions; or an “interim” position designed to make best use of recognized search timelines in the field.

3.5.5. External Search. In most circumstances, Spring Hill College posts all approved openings for regular positions internally as well as externally, allowing all qualified applicants an equal opportunity to apply and be evaluated for these openings. The College, however, bases its selection on office needs and the person deemed most qualified for the position; the College reserves the right at any time to hire an outside candidate. Internal candidates will be evaluated on their merit in the context of the pool of external candidates. Standard advertising and interview guidelines should be followed. Posting regular positions externally will only be waived with the agreement of the President, as in a situation cited above.

Administrative Staff Classification/Compensation Plan

The College strives to maintain a pay scale for its administrative staff that will retain performing employees and attract qualified new hires for open positions. Factors such as internal equity and market competitiveness will determine the methodology for placing positions in appropriate pay grades.

3.6.1. The Human Resources Office is responsible for administering the Staff Classification and Compensation Plan for Spring Hill College employees. This section includes proper procedure for review of staff positions and establishes procedures for administering the compensation program.

3.6.2. Definitions:

1. Audit refers to a meeting held or communication between the Director of Human Resources, the employee, immediate supervisor and perhaps others who have direct knowledge and understanding of the position in order to clarify duties and responsibilities and assist in the classification process.
2. JD refers to the Job Description format, which describes the position’s duties, responsibilities, skills, knowledge and minimum requirements for qualification and is used to assist in the classification process.
3. Maintenance refers to the review and modification of current classifications and correct placement within the Classification/Compensation Plan. The review is by the Human Resources Office and usually includes approximately fifteen percent of all staff positions annually.
4. Market slotting refers to reviewing the market competitiveness of salaries (by, when possible, gathering market data from several salary survey sources) and assigning pay grade, in part, based upon this information.
5. Pay Grade refers to the assigned pay level (*e.g.*, 3– 12) within the salary schedule.
6. Reclassification refers to a change to a position which results in a different classification title and/or pay grade due to the addition, deletion or modification of duties and responsibilities.
7. Salary Range refers to the dollar amount (minimum to maximum) associated with a specific pay grade.

3.6.3 Position Classification and/or Audit: Position classification/reclassification/audit can be triggered by several factors. One example concerns new positions, which are reviewed for placement in the appropriate Pay Grade. Also, positions can be audited as an individual request, as part of a major reclassification study, or as part of maintenance procedures.

New positions. New positions must have finalized position reviews and approval prior to advertising or filling.

Existing positions. When a significant change in the duties and responsibilities assigned to an existing position is deemed necessary by a supervisor, approval must be granted by the appropriate administrator prior to the supervisor's or employee's request for a position review. The request to change position duties must be approved prior to the point in time when the employee assumes these duties. To initiate a review of a position, the employee and/or the supervisor formulate a Request for Audit of a Staff Position ("RASP") and a Job Description ("JD"). (Information pertaining to a reclassification/audit and Suggestions for Completing Job Descriptions are available from Human Resources.) If the position is currently vacant, the supervisor should initiate the request for position review through the appropriate administrator prior to advertising and filling the vacancy. Human Resources may also initiate a position review when it is determined such is necessary.

Step 1 – Request for Review: The employee and his/her immediate supervisor should submit a RASP and a JD to the respective department head for review. The department head submits the request to the Provost or other appropriate Cabinet Officer who reviews the JD, being certain to verify any changes. This Cabinet member should indicate, in writing, reasons for agreement with described duties and responsibilities. The request must then be submitted to the Human Resources Office. If the Cabinet member disagrees with reclassification request, s/he will return the request and JD to the department head to notify the immediate supervisor.

Step 2 – Human Resources Review: Upon receipt of the request and JD with necessary approval, Human Resources will contact the department/unit and make arrangements to review the position. Human Resources will communicate about the position with the employee, immediate supervisor and/or others having knowledge of the position.

Step 3 – Human Resources Decision: Human Resources will take into consideration all submitted information in rendering a classification recommendation. If the position should be reclassified to a different pay grade level, Human Resources will make a recommendation to the department/unit head. This decision will come to the Provost or other Cabinet member through the appropriate authorities for authorization or approval.

- a. A salary adjustment will normally not be made as a result of a reclassification when the incumbent's current base salary falls within the reclassified new salary range, except for, e.g., disciplinary purposes as stated below (involuntary reassignment). When an employee is reclassified to a position in another classification at a higher pay grade level but already receives base pay within the reclassified new salary range, and the administrator believes an unusual situation exists, he/she may request a salary increase. The salary will be re-established based on the incumbent's qualifications as determined by a current application or resume. In no case will the salary exceed the maximum of the reclassified, higher pay grade level or be less than the employee's current salary. If the incumbent's base salary is beneath the minimum salary level assigned to the reclassified job description, a salary adjustment will be made to bring the incumbent's base salary to the minimum of the new pay grade range. In no case will the maximum of the reclassified pay grade range be exceeded.

- b. If the reclassification request is not approved, Human Resources will usually meet or otherwise communicate with the employee, supervisor and department head and recommend realignment of job duties to ensure that the employee is not performing significant duties of a level other than that for which s/he is being compensated.
- c. If the audit does not result in a change in pay grade, the administrator, department head and the employee will receive a copy of the decision through Human Resources. If the audit of a position results in a downgrade, the incumbent's salary normally will be maintained at the current level, unless the current salary exceeds the maximum of the reclassified pay grade range or extraordinary internal equity and/or market slotting considerations require a downward adjustment. In no case will the maximum of the reclassified pay grade range be exceeded.
- d. If a department or division questions whether specific duties may be assigned to an employee in a particular position, it should contact Human Resources. Through consultation with Human Resources, the department or division will be informed of the appropriateness of proposed duties in relation to the Classification Plan.
- e. The College reserves the right to designate a position as "Unclassified," normally for no more than up to six months, until a final determination can be made as to Pay Grade. This designation will be rare, and will involve situations, *e.g.*, in which a new position or vacancy ranked at a certain Pay Grade cannot be filled by someone meeting all ranking qualifications. In such situations, these positions may be termed "Unclassified" and will be reviewed by the end of six months to determine the final Pay Grade Classification.

Step 4 – Effective Date of Reclassification Decision: If a position is reclassified, normally the effective date shall be the first day of the month following the date the revised JD with the required signatures is received and date-stamped in the Human Resources Office.

Step 5 – Position Classification Appeals: Position classification decisions may be appealed by the employee or the administrator through the established classification appeal process with the Director of Human Resources. An appeal must be made in writing, with justification for such an appeal, and received by the Director of Human Resources within ten (10) working days after receipt of the audit decision by the employee/administrator. A detailed description of the appeals process is outlined in the section: Position Classification Appeal Procedure.

3.6.4. New Hire. Starting salaries for employees will be based on the employee's qualifications and how they meet or exceed the minimum qualifications of the position for which they are hired, subject to the available resources of the College. Those employees meeting the minimum qualifications will start near the minimum of the position's assigned pay grade. Those employees easily exceeding minimum qualifications will be placed appropriately, based on equity. Exceptions to this general rule are: (1) applicants with qualifications which clearly and substantially exceed the minimum entry qualifications of the position, or (2) applicants assigned to a position which is determined to be "impacted" by market conditions dictating the use of premium hiring salary rates and/or a special salary range assignment that are over and above normal market slotting considerations (the latter of these noted exceptions should be very rare). In no case will the salary exceed the maximum of the assigned salary range.

The delegated administrative authority for setting starting salaries for staff employees is:

- Up to the midpoint with the Director of Human Resources Provost or other Cabinet member, in consultation
- Over the midpoint Cabinet Member and President

3.6.5. The following comments are illustrative, but not exhaustive, examples of Pay/Grade Changes:

- i. Temporary Assignments: A Cabinet member may temporarily assign responsibility for all or a substantial portion of the work of a position vacated by reason of an incumbent's extended leave or to cover an additional, temporary workload clearly not contemplated in his/her position description. Such assignments should not exceed one year. This additional assignment must continue for more than 60 workdays and must be a significant, clearly defined addition of responsibilities to the normal workload (for example, the fact of a higher volume of work is excluded from this definition). The Cabinet member will provide written notification to the Director of Human Resources when a temporary assignment begins.

The Cabinet member may determine that possible monetary recognition using periodic reviews—normally on a quarterly or more infrequent basis but prior to the completion of the Temporary Assignment—is necessary. In this case, successful completion of that portion of the Temporary Assignment as well as the successful performance of his/her own position's responsibilities during the same review period may earn the employee periodic (e.g., quarterly or more infrequent periods) payments as incremental compensation for the Temporary Assignment. Factors that determine the approved interim and final figures will depend upon the duration of the Temporary Assignment, the degree of complexity and/or importance of the additional work, and the level of performance demonstrated. However, the full amount of all periodic lump sum payments awarded during the entire duration of the Temporary Assignment should not exceed a maximum of 5-10% of the employee's own current base salary on an annualized basis.

In processing temporary assignments, nothing normally changes except for the approved compensation recognition (for example, the employee's job title normally should not change).

- ii. Voluntary Job Changes: If a current employee is promoted or applies for and is hired to fill an advertised, vacant, the salary requested by the administrator, after consultation with the Director of Human Resources, will be set based upon a combination of the individual's education and experience compared to the minimum qualifications of the new classification and the pay grade range assigned for the new position. No salary increases will be considered for voluntary job changes to lower pay grades. The maximum of the new pay grade range will not be exceeded for voluntary job changes.
- iii. Internal Reorganization: If an employee is changed in an internal reorganization to a position in another classification at a higher pay grade level, the administrator may request a salary increase, not to exceed the new pay grade maximum. The salary will be reestablished based on the incumbent's education and experience as determined by a current application or resume. In changes resulting in the same or a lower classification/pay grade level, the new salary will not be less than the employee's current salary, unless the current salary exceeds the new pay grade maximum. In no case will the maximum of the new pay grade range be exceeded.
- iv. Involuntary Reassignment: The College may exercise involuntary reassignment at any time. If an employee is involuntarily reassigned to a lower pay grade or classification for, e.g., disciplinary purposes, the administrator has discretion to decrease the employee's salary accordingly, after consultation with

Human Resources. If an employee is involuntarily reassigned to a lower pay grade or classification for administrative purposes resulting from retrenchment, reorganization or comparable circumstances, the employee's salary will normally remain the same if within the new pay grade range or be set at the maximum of the new pay grade range, when this maximum is lower than current pay. At no time will the employee's salary exceed the maximum of the salary range.

- v. Other: The College reserves the right to determine appropriate pay grade/pay/classification for situations not covered by the above examples (e.g., one vacant job split among two or more people).

Staff Classification/Compensation Plan: Maintenance

3.7.1. Human Resources is responsible for insuring that a new position is appropriately classified in accordance with established job descriptions. This is primarily accomplished by comparing the contents of the Job Descriptions (JD) and then determining which position is the most appropriate "match." In the event that a position does not "match" an existing description, Human Resources will edit the new job description and assign an appropriate pay grade.

The major elements/factors considered in classifying a position are as follows:

- i. Basic function and duties/responsibilities described in the JD as compared with the basic function and characteristic duties/responsibilities for the classification. This review includes a study of budget responsibilities, level/purpose/frequency of personal interaction (customer service), operation of equipment, working conditions, consequences of serious errors, independent judgment and decisionmaking.
- ii. Type of supervision and number of employees supervised stated in the JD.
- iii. The employee's general comments and supervisory/administrative input are also considered when making a classification decision.
- iv. Market slotting indications.
- v. Position qualifications described in the JD are also considered when making a classification decision. However, if an incumbent does not meet qualifications of the assigned classification, the effective date of the reclassification may (1) be withheld until the incumbent meets the minimum entry qualifications, (2) be withheld until the incumbent meets the qualifications by a specific deadline date, or (3) in extraordinary situations, be waived.

3.7.2. Approximately 15% of all classifications in the staff Classification/Compensation Plan will be reviewed each year. The reviews should focus on classifications affected by organizational change, turnover, or considered to be relatively volatile in terms of market demand. Each position or classification selected for review is to be analyzed relative to the accuracy of the description and the appropriateness of its pay grade assignment.

3.7.3. As a rational and defensible on-going program for the review of classifications to meet the 15% requirement, the following priorities are suggested for the review of the classification/compensation structure. These overlapping priorities are subject to review/revision. The Human Resources Office will ensure that the integrity of the classification/compensation plan is maintained.

First Criteria is: Jobs Impacted By Reorganization: The College's classification system must be responsive to organizational change. Typical internal situations that may necessitate reorganization include: changes in managerial objectives and policies, changes in employees' attitudes and behavior, changes in technology, and changes in (or newly established) interrelationships/ roles/ conflicts between departments.

Administrators should keep the Human Resources Office informed of any contemplated change or reorganization at the College that may have an impact on classification matters. As administratively approved change/reorganization is initiated for the purpose of furthering the College's goals/objectives/effectiveness, classification studies should be undertaken to insure that JDs and pay grades are accurate for affected positions/classifications.

When the President or Provost or other Cabinet member feels that reorganization within an area in his/her division necessitates a classification study, Human Resources should be notified. After consultation with the President, Cabinet member, Human Resources will then conduct the study as is deemed appropriate. As a result of the study, organizational changes/reorganizations resulting in change (*e.g.*, promotions, new employee announcements, demotions, *etc.*) should be subject to appropriate administrative approval prior to implementation.

Second Criteria is: Jobs with High Turnover Rates: It is very essential that employees see salary as a fair return for services, and that this fairness is in the context of the College's total compensation package. It is important to note that while salary may be the reason, or even one of the reasons, employees are leaving the employ of the College, if the existing salary structure is identified as a primary cause for high turnover in a classification or series of classifications, it dictates that classification reviews are in order.

Last Criteria is: Jobs Selected Based on Other Factors: The Human Resources Office will identify classifications to be reviewed with the goal of 15% to be reviewed per year. Jobs may be reviewed which are determined to: (1) require special skills and/or have unique training/development needs, or (2) be difficult to fill in terms of current recruitment/ compensation strategy. In addition, individual positions should be reviewed as they become vacant for the purposes of verifying duties/ responsibilities, classification assignment and pay grade. This can be a very simple process whereby the hiring official either "verifies" that the current JD is accurate or makes necessary revisions to the JD and the HR department makes the necessary classification assignment.

Staff Classification/Compensation Plan: Appeal Procedure

3.8.1. If, after completion of the position audit processes, an employee is not satisfied with the assigned classification, he/she may file a "Position Classification Appeal."

- i. Step one: The appeal must be made within ten working days of receipt of the decision reached by the Human Resources Office. Such appeal must be made to Human Resources as a "Position Classification Appeal" (information available from the Human Resources Office). Attached to the appeal should be copies of the approved position description and any correspondence involved during the position audit process.

Within fifteen working days after receipt of the appeal request, the Director of Human Resources, or designee, will contact the employee to arrange for a meeting with the Review Committee (the Chair of the Staff Assembly and the Cabinet) within the next fifteen working days, or as soon thereafter as can be arranged. The Committee will be given copies of the appeal and all attached documentation for their review.

- ii. The meeting of the Review Committee must include at least a majority of the members and will be held within the prescribed time frame, or as soon thereafter as can be arranged. The employee may choose to be present at the meeting or may choose to rely on the written documentation. The Committee will render its recommendation within fifteen working days, or as soon thereafter as can be arranged, to the employee with a copy to Human Resources.
- iii. The recommendation of the Committee is normally followed, so long as there is no conflict with any other rules or regulations of the College. The Provost or other Cabinet member will inform the employee and administrator of the final decision. Another classification audit/appeal cannot be made for at least one year unless there can be sufficient evidence presented to Human Resources showing a substantial change in duties and responsibilities.

Overtime Policy for Non-Exempt Employees

3.9.1. It is Spring Hill College's intent to compensate all employees fairly for time worked. This goal can be accomplished, in part, through adherence to applicable provisions of the Fair Labor Standards Act.

3.9.2. The Fair Labor Standards Act requires all non-exempt employees to be paid overtime for hours worked over 40 in a workweek. The purpose of this policy is to explain the normal expectations of a workweek so that an employee avoids the use of overtime, which is time worked in one workweek in excess of 40 hours. The guidelines listed are meant to clarify hours worked for non-exempt employees.

3.9.3. To keep track of hours worked, the Department of Labor requires all employees to keep accurate records of the time that they begin and end work each day, as well as the time that they spend at lunch or on leave. You are required to record on the College-approved timekeeping instrument or software the times that you begin work, leave for lunch, return from lunch, and end work each day. If you are away from work for an entire day due to permitted leave (*i.e.*, holiday, sick, vacation, bereavement, jury duty, etc.), you are required to note your absence and the type of leave taken on your time sheet. If you are away from work for less than one full day, then you are to record the time(s) that you begin and end your leave for that particular day on your time sheet.

3.9.4. Spring Hill College's workweek for full-time employees consists of 37.5 hours. There are other employees who are regularly scheduled to work less than 37.5 hours each week. Our workweek begins on Saturday at 12:01 a.m. and ends on Friday at 12:00 a.m. (midnight). Our administrative offices are generally open from 8:00 a.m. until 4:30 p.m., Monday through Friday. Unless otherwise scheduled by your supervisor, all full-time employees are expected to work 37.5 hours a week, except for leave time and paid holidays. In order to renew and refresh oneself, all employees who work more than six hours a day are expected to take a one-hour lunch, ceasing work duties. Lunch breaks over 30 minutes but less than one hour per day may be authorized by your supervisor. Lunch breaks are not included in the 37.5-hour workweek and are not paid.

3.9.5. The Department of Labor takes the position that any time an employee spends at his/her workstation is compensable. Thus, employees of Spring Hill College must:

- Not begin work days early
- Take lunch breaks away from workstations
- Not work after hours
- Not take work home

3.9.6. Employees may use their lunch periods to eat in the College cafeteria, in the break rooms provided at various places on campus, at appropriate sites on campus grounds, or off campus. Unless expressly authorized by your supervisor in advance, no employee should report to work more than five minutes before, or remain at work more than five minutes after, the workday. Any employee who desires to work at home must first obtain written permission from his or her supervisor before commencing work at home. As a general rule, no employee should take work or property of Spring Hill College away from the campus, unless specifically authorized in advance by his or her immediate supervisor.

3.9.7. Overtime may be scheduled as necessary by your supervisor. Employees are not permitted to work overtime without prior written approval from their supervisors. For purposes of overtime compensation, only hours actually worked in excess of 40 Work hours per workweek will be paid.

3.9.8. All non-exempt employees are expected to comply with this policy. Any employee who fails to comply with this policy will be subject to disciplinary action. For questions or clarifications contact Human Resources at 380-3063.

3.9.9. This policy does not apply to exempt employees, who are not entitled to receive overtime compensation under the Fair Labor Standards Act.

Time Off Bonus Policy for Exempt Employees

3.10.1. Overtime compensation provisions under the Fair Labor Standards Act and its regulations do not apply to exempt employees. The College wishes to use an appropriate method to give something back to those exempt staff employees who work excessive hours on its behalf.

3.10.2. Since exempt employees are generally expected to work a schedule to fulfill the requirements of their jobs, and since they are occasionally called upon to work beyond their scheduled hours, this time off bonus policy has been developed for tracking and rewarding those employees who contribute inordinate hours of service to Spring Hill College. Exempt employees of Spring Hill College are paid on a salaried basis, regardless of the number of hours they work. This policy does not change the previously established salaries for our exempt employees.

3.10.3. This bonus time policy is designed to compensate our exempt, salaried employees for inordinate hours worked during peak times during the school year. For purposes of this policy, an exempt employee will qualify under this bonus policy when he or she works more than 60 Work hours within a workweek, as shown by their properly completed time sheets that have been verified by his or her supervisor. Exempt employees who work more than 60 Work hours in the designated workweek of Spring Hill College (from

Saturday at 12:01 a.m. to Friday midnight) will be compensated with additional time off (bonus time) during a non-peak time during the school year. For each workweek that an exempt employee works in excess of 60 Work hours, he or she will be permitted to bank one day of bonus time (*i.e.*, 7.5 hours), up to a maximum of 5 days (or 37.5 hours). Any accrued bonus time must be used prior to the end of the calendar year, *i.e.*, before December 31 of each year and cannot be carried over to future years. No exempt employee will be paid for unused bonus time. An exempt employee's supervisor must approve the use of bonus time in advance.

3.10.4. An exempt employee's salary will not be adjusted downward improperly for a reduction in time worked due to scheduling or business reasons such as closure of the College due to severe weather. An exempt employee's salary will never be adjusted downward for absences less than one day, but, *e.g.*, exempt employees will be required to use any accrued, unused sick leave if they are absent from work due to illness, injury or other reason covered by our sick leave policy.

3.10.5. In the event that an exempt employee misses time from work due to an illness, injury or other reason covered under our sick leave policy, his or her bonus time will not be reduced for the hours paid as sick leave. However, if the employee's sick leave has been exhausted, bonus time may be used in order for the exempt employee to be paid for days away from his or her job.

3.10.6. This policy applies only to the employees of Spring Hill College who are exempt from overtime compensation coverage under the Fair Labor Standards Act. It does not apply to non-exempt employees of Spring Hill College, who are paid overtime compensation for any hours they work in excess of 40 Work hours in any one workweek, in accordance with the Fair Labor Standards Act.

Attendance and Punctuality

3.11.1. Spring Hill College is an educational, service organization, and its overriding goal is to effectively serve its students. To provide this service and also maintain a productive work environment, the College must employ people who are reliable and who are punctual for work. An employee should notify his/her supervisor of absences or tardiness. Notification should be via telephone as soon as possible, usually no later than the beginning of his/her normal or scheduled work period.

3.11.2. Excessive tardiness may require discipline, up to and including termination of employment. Patterns of non-attendance are also subject to correction, despite an employee using paid leave for those absences (*i.e.*, always absent a specific workweek day, the day before or the day after a holiday, the day before or the day after a scheduled vacation). The immediate supervisor will review the circumstances with Human Resources before taking any corrective action.

3.11.3. Absent employees who do not notify their supervisors may be subject to discipline. Employees absent three consecutive workdays who do not speak with their supervisors are deemed to have voluntarily resigned.

Inclement Weather

3.12.1. In the event extraordinary weather conditions impact College operations and/or the possible safety of its students and employees, the College will use the guidelines below to respect the severe weather condition while at the same time maintaining essential College services.

3.12.2. Supervisors in individual departments and divisions do not make closing or opening decisions for their respective employees. A designated spokesman for the College will announce or otherwise disseminate the information concerning closure and/or opening. However, employees who are designated by their respective Cabinet member as “essential” employees are expected to report to work for normal working hours and/or as called in by their respective supervisors.

3.12.3. Employees already scheduled for vacation and employees already reporting sick leave must report this time off as vacation or sick leave, respectively.

3.12.4. Initial process for compensation decisions to close College operations: full-time (regular) employees are paid their normal salary or rate (up to a maximum of 7.5 hours a day) during the announced closure. Part-time (regular) employees are paid if they were otherwise scheduled to work that day; as further clarification, these part-time employees are only paid for the actual hours they were otherwise scheduled to work during an announced closing. Temporary employees will not be compensated if a decision is made to close College operations. The College reserves the right to reconsider or eliminate pay or work schedules during any such closure based on the nature and severity of the conditions.

3.12.5. In addition to the pay provisions noted above, any non-exempt employee designated as “essential” during inclement weather closures will also be compensated for time worked at his/her normal rate of straight time pay. If s/he works more than 40 hours in any one workweek, any applicable overtime provisions apply. The College’s Cabinet will determine whether to grant release time to exempt essential employees to recognize exemplary service far exceeding the normal call of duty. In no event will such release time be tied to an hour for hour basis.

3.12.6. Employees who do not report to work during/following severe inclement weather when College offices are otherwise open will record the day on their timesheet as a vacation day.

Performance Reviews

3.13.1. Spring Hill College strives to evaluate each employee periodically. In order to ensure that all employees receive effective feedback about their performance, supervisors will evaluate the job performance of every employee who works for them on a regular basis. The process also ensures that goals and objectives are set for all employees. These reviews should take place regardless of whether the employee is eligible for a pay increase. These formal performance reviews are in addition to the informal meetings supervisors hold with employees throughout the review period.

3.13.2. Staff Performance Evaluation documents and information about the process can be obtained from Human Resources.

3.13.3. All original Performance Evaluation Forms are maintained in the employee’s personnel file in Human Resources.

Updating Personal Information

3.14.1. Employees are responsible for contacting Human Resources or the Payroll Office in writing (or as otherwise specifically directed by Payroll) to update information on employment and benefit records. Changes should be documented contemporaneously with the event, but in no event more than 60 days following the change. Spring Hill College needs current, accurate information for many items, including, but not limited to, the following: name, marital status, increase or decrease in number of covered dependents, address, and telephone number.

Confidentiality Policy

3.15.1. College employees have access to or knowledge of many forms of confidential information, *e.g.*, student (including but not limited to FERPA-protected information), employee, business and/or College records or data. This type of information can include, but is not limited to: i. student records, student files, miscellaneous data (such as demographic information), and related reports; ii. financial data and/or statistical and narrative reports prepared for internal use by the College; iii. employee records and files, employee salary figures and/ or any reports with this information; and iv. computer permissions, security codes, *etc.*

3.15.2. Please respect the confidential nature of this information at all times, whether or not an employee is on the clock. Appropriate business practice is to discuss and/ or disclose matters only on a "need to know" basis. Keep in mind these circumstances and refrain from such discussions in public areas, including but not limited to, the cafeteria or a similar setting, public foyers and hallways of departments or office suites, and restrooms.

3.15.3. This Confidentiality Policy includes email transmissions both internal and external to the College. Unless the President has specifically exempted an employee from its use, the following approved confidentiality statement must be used for any email transmissions on all devices:

This email contains information from Spring Hill College, and is intended solely for the use of the named recipient or recipients. It may contain confidential or privileged information, including but not limited to FERPA-protected information. If you are not a named recipient on the email, please delete this message because any unauthorized review, copying, or use of this message is prohibited.

To add this confidentiality statement to your signature block, visit the www.shc.edu/oit for instructions. If you need assistance please contact the IT Helpdesk at email Helpdesk@shc.edu or phone number 251380-2276.

3.15.4. Employees who fail to respect this confidentiality standard are subject to discipline, up to and including termination. Certain offices may require signed confidentiality statements from their employees. If required, these statements will be a condition of employment.

Appropriate Dress and Grooming Policy

3.16.1. Although Spring Hill College is known for its small size and friendly atmosphere, the campus remains an entity where its employees constantly serve or interact with a large number of constituents. Each employee should maintain a standard of dress that is appropriate to his/her employment position. A supervisor, consulting with Human Resources, may develop specific dress and grooming policies for those employees within his or her area.

Leaves of Absence

3.17.1. The College strives to continue an employee's enrollment in the group life insurance and medical insurance—when allowed by the respective insurance policy provisions—during previously cleared and authorized leaves of absence. When available, the employee forwards the monthly premiums to the Payroll Office prior to the first day of each month.

3.17.2. The long-term disability and retirement plans are based on the individual's salary with matching contributions by the employee and the College. The continuation of long-term disability benefits is contingent upon individual carrier's policy stipulations. Since there is normally no College salary involved during a leave of absence, these programs are temporarily discontinued.

3.17.3. If dependents can and are to be covered under the life and medical coverage programs during the leave of absence, it will be necessary for the absent employee to forward the entire premium for his/her dependents to the Payroll Office of the College prior to the first day of each month to insure that the dependent coverage is kept in effect.

3.17.4. Upon the return of the employee from the approved leave of absence, the College will return in full the amount of premiums paid, if any, by the employee for the normal employer-paid portion of the coverage. If the employee does not return to the College, there will be no refund of premiums paid by the employee.

3.17.5. An agreement will be signed by both parties with respect to reimbursement of employee insurance premiums, if insurance is available, upon the employee's return and the salary figure of the final year of absence, which will be used as the basis for negotiating the employee's salary upon his/her return. This procedure will be repeated yearly in the event of extended leave.

Work-Related Developmental Leave for Professional Staff

3.18.1. The College may grant an exempt staff employee paid developmental leave for professional development. The program/benefit is not to be used as a way to accomplish undergraduate or graduate studies. This leave is intended to both “renew and refresh” one, which ultimately acts as an investment for the good of Spring Hill College, as well as provide a focused, concrete effort to improve College services and operations.

3.18.2. Full-time staff employees who have held exempt positions for a minimum of seven (7) years are eligible for professional development leave.

3.18.3. The maximum paid leave may be up to three months. Leave may be granted for a period shorter than three months. The College continues to provide full salary/base wages and benefits (except sick leave and vacation accrual) to the fullest extent allowed by benefit carriers during a developmental leave period, up to the maximum three-month period. An employee on professional development leave may not receive compensation from any other employer during the term of the leave.

3.18.4. Normally only one professional developmental leave occurs at a time. The College cannot guarantee that leave will be awarded every application cycle. Preference is for proposals that are mutually beneficial to the individual and the institution and address one of two purposes: (1) the solution of a specific departmental/institutional challenge or opportunity, or (2) professional development activities or experiences that result in new competencies, improve judgment, create professional growth, and add to the responsibilities of the employee.

3.18.5. Interested employees should submit a proposal at least six months prior to the start date to the department's Cabinet member through their respective supervisors.

3.18.6. Granting an employee developmental leave must not adversely impact the programs of the College. If special, important issues or projects arise after the application is approved but before the professional development period begins, approval may be postponed for the good of the College.

3.18.7. Proposals for developmental leave are fleshed out and planned mutually by the employee and his/her supervisor. The proposal addresses:

- Affirmation that the employee meets the service requirements, stated above, for eligibility.
- The specific institutional challenge or opportunity to be addressed during the professional leave, or the new competencies, knowledge, judgment or responsibilities to be developed as a result of the developmental leave.
- The employee's proposed activities in detail (*e.g.*, specific reading lists, visits, consultations, service to organizations) and how these activities will help to address the specific problem or advance professional development.
- A strategy and any budget considerations for coverage or replacement of the employee's responsibilities while absent.

3.18.8. The employee and his/her supervisor will forward the proposal to the department's Cabinet member. If the Cabinet member approves, he or she will forward to the Spring Hill College Cabinet. Final approval is determined by the Cabinet.

3.18.9. Within 45 days of completion of the developmental leave, the employee submits to his/her supervisor and the Cabinet, through his/her respective Cabinet member, an account of the activities engaged in during the leave period. This report should verify the proposal submitted in application for the developmental leave.

3.18.10. The College expects the employee to be willing to return and work at least one year after completing developmental leave. After completing the program, an employee must again complete a

minimum of seven years of continuous full-time employment as an exempt employee at the College before reapplying.

Termination of Employment

3.19.1. Unless an employee is a faculty member with a written, signed employment contract for a definite period of time, such employee shall be considered an employee at will, whose employment shall be subject at any time to voluntary termination by the employee or to termination by the College at the sole discretion of the College. This provision shall apply to all non-contract employees.

3.19.2. Policies and procedures regarding faculty termination may be found in the *Faculty Manual*. Administrative staff employees are asked to give the College no less than two weeks notice of their intention to terminate. A terminating employee should discuss his/her plans with his/her direct supervisor as soon as a decision is made to allow the College an opportunity to secure a replacement and to allow an opportunity for the replacement to be briefed by the departing employee.

3.19.3. An employee's last day must be a working day, not vacation or other leave time. Notwithstanding anything herein to the contrary, if an employee fails to report to work on three consecutive workdays or work periods and the employee does not speak with his/her supervisor about this absence (see section 3.11.3) , the College will deem such employee as resigning or voluntarily separating his/her employment with the College.

3.19.4. The Director of Human Resources or his/her designee issues the final paycheck to a terminating or terminated employee. At this time an exit interview will be conducted. Either evidence that all College keys have been returned to the supervisor or the keys themselves must be presented during the exit interview. The employee should also turn in his/her employee identification card, parking emblem, and miscellaneous College-related cards or items, such as corporate credit card, long distance calling card, or College-issued cell phone and/or computer equipment.

3.19.5. Until the January following the employee's departure, it is essential that the former employee keep the Human Resources and Payroll Office informed of any change in address so that, e.g., W-2 forms for Federal and State income tax withholding may be properly addressed and received.

Notice of Non-discrimination

3.20.2. Spring Hill College does not discriminate on the basis of race, color, national origin, sex, disability, religion, veteran's status, genetic information, age, or any other groups protected by controlling federal, state, or local civil rights statutes in its programs and activities (including employment) as per the appropriate legal statutes and regulations, including but not limited to Title IX of the Education Amendments of 1972. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Non-Discrimination and Anti-Harassment Policy (including Sexual Misconduct Policy)

3.21.1.

1. Policy Statement

A. Discrimination

Spring Hill College does not discriminate on the basis of race, color, national origin, sex, disability, religion, veteran's status, genetic information, age, or any other groups protected by controlling federal, state, or local civil rights statutes in its programs and activities as per the appropriate legal statutes and regulations, including but not limited to Title IX. As a Catholic, Jesuit institution, Spring Hill College values and celebrates the diverse backgrounds, cultures, experiences, and perspectives of our community. Through the promotion and protection of diversity, the Spring Hill College community creates an environment where holistic development, academic excellence and a commitment to the well being of others can flourish. The College is committed to maintaining a diverse and multicultural community in which the dignity and worth of each of its members is respected. The College strongly condemns any unlawful or wrongful discrimination.

B. Harassment

Spring Hill College is committed to a workplace and educational environment that is free of sexual and other unlawful harassment and where the dignity and worth of each of its members is respected. Sexual harassment, including sexual misconduct, is a type of discrimination prohibited by federal laws such as Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964 and by Alabama law. As a matter of College policy, sexual or other unlawful harassment occurring in the course of any College activity is prohibited. Harassment on the basis of race, color, sex, veteran's status, religion, national origin, age, genetic information, disability, or any other groups protected by controlling federal, state, or local civil rights statutes is a violation of this policy. Please note that complaints of student-on-student sexual misconduct are covered by the Sexual Misconduct Policy and the Code of Conduct, both located within the current Spring Hill College Student Handbook.

C. Scope

These policies on discrimination and harassment apply to all Spring Hill College students, student groups, faculty, staff, administrators, independent contractors, and all others engaged in College activities, and may apply to conduct both on and off campus. Spring Hill College has designated the Director of Human Resources as the individual responsible for handling inquiries regarding the nondiscrimination policies. This person's contact information is as follows:

This person can also be referred to as the “Compliance Coordinator” in this document. If a person has a complaint regarding discriminatory or harassing behavior by the Compliance Coordinator, that person should talk to the Vice President for Business and Finance.

3.21.2.

II. Prohibited Conduct

A. Discrimination

Spring Hill College values, celebrates, and supports a diverse living and learning community. Consistent with this and with the law, Spring Hill College does not discriminate on the basis of race, color, national origin, sex, disability, religion, veteran’s status, genetic information, age, or any other groups protected by controlling federal, state, or local civil rights statutes in its programs and activities as per the appropriate legal statutes and regulations, including but not limited to Title IX. It is a violation of this policy to discriminate or retaliate against any person because he or she has opposed any discriminatory practice at the College, or because the person has filed a complaint, testified, assisted or participated in any process designed to address and/or resolve an allegation of discrimination.

B. Harassment

Spring Hill College defines harassment as verbal or physical conduct based on a person’s race, color, sex, veteran’s status, religion, national origin, age, genetic status, disability, or any other groups protected by controlling federal, state, or local civil rights statutes that is sufficiently severe, pervasive, persistent, or objectively offensive that it has the purpose or effect of denying or limiting student’s ability to participate in or benefit from the educational program, or that creates an intimidating, hostile, or offensive working, educational, or living environment. To constitute harassment, the conduct must include something beyond the mere expression of views, words, symbols or thoughts that some person may find offensive. The alleged conduct will be viewed from both a subjective (the complainant’s) and an objective (“reasonable person’s”) viewpoint, and take into consideration all surrounding circumstances. Included with this definition is bias-related harassment, which is language or behaviors that demonstrate bias against persons or groups because of race, color, ethnicity, religion, faith, or national origin. Some incidents of bias-related harassment may rise to the level of a hate crime. Hate crimes are defined by state and federal law, and typically involve a crime that is motivated by bias, and results in physical harm to person or property.

C. Sexual Harassment

Sexual harassment is a form of harassment with specific, distinguishing characteristics. Sexual harassment includes but is not limited to unwelcome sexual advances, direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s educational success or employment, or

2. Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive educational or working environment, or
4. Such conduct is so severe, pervasive, and objectively offensive that it interferes with or limits the person's ability to participate in or benefit from the College's educational or employment programs and activities.

Sexual harassment may be based upon power differentials or retaliation. Retaliation includes, but is not limited to, threats, intimidation, reprisals, coercion or other attempted acts seeking retribution against anyone who has reported an activity prohibited by this policy.

Both men and women are protected from sexual harassment. It is prohibited regardless of the gender, gender identity, or sexual orientation of the harassed or the harasser. The College will respond appropriately to sexual harassment complaints regardless of the sex or sexes of the parties involved.

Sexual misconduct constitutes a form of sexual harassment. Sexual misconduct includes sexual assault (which is sometimes referred to generally as sexual violence), domestic violence, dating violence, and stalking. The following pertinent definitions are also contained in the Sexual Misconduct policy.

1. Sexual Assault – Sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; sexual penetration with an object without consent; and fondling, incest, or statutory rape as defined by the laws of the State of Alabama. Act(s) committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness, including due to intoxication, are not performed with consent.
2. Domestic Violence - Any asserted violent misdemeanor or felony offenses committed (i) by the victim's current or former spouse or intimate partner; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to spouse of the victim under the domestic or family violence laws of the state of Alabama; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Alabama.
3. Dating Violence - Any asserted act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with considerations of the

length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of Domestic Violence.

4. Stalking - A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Alabama's statutes on Domestic Violence and Dating Violence can be found in the Alabama Code beginning with Section 13A-6-130. Alabama's statutes on Sexual Offenses can be found in the Alabama Code beginning with Section 13A-6-60. Alabama's statutes on Stalking can be found in the Alabama Code beginning with Section 13A-6-90. Where allegations of sexual misconduct are brought against a student or student group, they will be handled through the College Student Conduct System.

3.21.3.

III. Procedures for Resolution of Claims of Discrimination or Harassment

A. Complaints of Discrimination or Harassment against a student, student group or student organization.

Students or employees with concerns about possible discriminatory treatment or harassment by a student, student group, or student organization are encouraged to contact the Office of Student Affairs at (251) 380-3023. The Office of Student Affairs will review options for addressing the situation. Any incident of sexual misconduct against a student should be promptly reported to the **Title IX Coordinator for the College, who is the Director of Human Resources, located in the Finance and Accounting Office, Room 128, Fine Arts Center/Eichold Gallery Building, and available at phone number (251) 380-3063.** In cases of physical assault, sexual misconduct, or destruction of property, individuals may also file a report on such matters with the Department of Public Safety and/or the Mobile Police Department. In cases of alleged discrimination, individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

In cases of alleged sexual misconduct, any complainant may choose to contact off-campus counselors and advocates at the Mobile Rape Crisis Center (251-473-7273). Confidential communications on campus are limited to Wellness Center Counselors. All other faculty and staff—including Resident Advisors—are “responsible employees” and must report information of alleged sexual misconduct to the Title IX Coordinator. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. The College must weigh that request against the College's obligation to provide a safe, nondiscriminatory environment for all students, including the victim. Those few Spring Hill College employees who responsible employees must contact to evaluate requests for confidentiality are: Title IX Coordinator, VP for Student Affairs, Director of Public Safety, or SART Coordinator.

In cases of alleged sexual misconduct, the College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of an investigation. These steps can include, but are not limited to, measures to eliminate contact between the complainant and the respondent, including a change in academic, living or work situations as appropriate. The college will also cooperate with the Mobile Police Department and any other legally authorized entity in enforcing orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

At Spring Hill College, there are both informal and formal procedures available to a student or employee to address concerns about discrimination or harassment by students or student groups or organizations. They can be described as follows:

Informal Complaint Procedure

The informal procedure is voluntary in nature and is designed to achieve a resolution to which both the complainant and the respondent agree. An informal complaint may be made verbally or in writing to designated professional staff members in the Office of Student Affairs or the Residence Life Office. A member of the professional staff in either office will offer options to the complainant, including filing a formal complaint. The complainant may ask the designated staff member to act as a mediator to talk to the other party and determine whether an informal resolution can be reached. If a resolution is reached, that will typically bring closure to the matter, although the Compliance Coordinator must still be apprised of the complaint and the outcome. If a resolution cannot be reached through these informal processes, the formal complaint procedure may be used as an option by the complainant, respondent, or College. At the discretion of the College, certain allegations, including those of sexual misconduct, may not be addressed through informal complaint procedures but will be addressed through the formal complaint procedure.

Formal Complaint Procedure

A student or employee may file a formal complaint of discrimination or harassment (including sexual harassment) without having gone through the informal complaint process. A formal complaint of discrimination or harassment against a student or student group/organization should be in writing, and should be submitted to designated professional staff members in the Office of Student Affairs or the Residence Life Office. The complaint will be handled through the appropriate Code of Conduct disciplinary process as found in the current Student Handbook. At the conclusion of the proper investigation process, the designated professional (the “hearing officer”) from these offices may handle the matter individually, per the disciplinary process, or may refer the case to a Resolution Committee to help determine the appropriate action. The Resolution Committee will be made up of the hearing officer, as chair, and two representatives of the faculty/staff. The Resolution Committee will make a recommendation to the hearing officer who will then make the final decision and implement any disciplinary sanctions or resolutions.

In cases involving alleged sexual misconduct, both the complainant and the respondent:

- Are entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding or related meeting.
- Shall be informed simultaneously of the outcome of the proceeding, in writing.
- Will have an equal opportunity to present relevant witnesses and other evidence.
- Will be afforded similar and timely access to any information to be used during the disciplinary hearing.
- Are entitled to a prompt, fair, and impartial investigation and resolution.
- Are entitled to a disciplinary process conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The standard utilized to determine if a violation has occurred is a “preponderance of the evidence,” that being one based on a finding that it is more likely than not that a violation of this policy occurred.

Both the complainant and the person accused of inappropriate behavior will have the right to appeal the decision as designated in the Code of Conduct disciplinary process.

A student, student group, or student organization found responsible for a violation of the College’s policies on discrimination and harassment, including sexual harassment, will be subject to appropriate sanctions, including but not limited to those listed in the Code of Conduct section of the Student Handbook. The College will also take steps to prevent recurrence of any sexual misconduct and remedy the effect on the complainant and others, if appropriate. Separate from these sanctions, students may also be exposed to civil and/or criminal action.

B. Complaints of Discrimination or Harassment against a Member of the Faculty, Staff or Administration

Students or employees with concerns about possible discriminatory treatment, harassment, or sexual harassment, including sexual misconduct, by a member of the faculty, staff, or administration in connection with a College program, service or activity and/or who feel they have been discriminated against or subjected to discrimination or harassment by a College employee which meets the definitions above and/or violates federal statutes Title VI and/or Title IX are urged to promptly report the matter to the Title IX Coordinator. This person’s contact information is as follows:

In cases of physical assault, sexual misconduct, or destruction of property, individuals may also file a report on such matters with the Department of Public Safety and/or the Mobile Police Department.

If a person has a complaint regarding discriminatory or harassing behavior by the Compliance Coordinator, that person should talk to the Vice President for Business and Finance.

In cases of alleged sexual misconduct, any complainant may choose to contact off-campus counselors and advocates at the Mobile Rape Crisis Center (251-473-7273). Confidential communications on campus are limited to Wellness Center Counselors. All other faculty and staff—including Resident Advisors—are “responsible employees” and must report information of alleged sexual misconduct to the

Title IX Coordinator. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. The College must weigh that request against the College's obligation to provide a safe, nondiscriminatory environment for all students, including the victim. Those few Spring Hill College employees who responsible employees must contact to evaluate requests for confidentiality are: Title IX Coordinator, VP for Student Affairs, Director of Public Safety, or SART Coordinator.

In cases of alleged sexual misconduct, the College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of an investigation. These steps can include, but are not limited to, measures to eliminate contact between the complainant and the respondent, including a change in academic, living or work situations as appropriate. The college will also cooperate with the Mobile Police Department and any other legally authorized entity in enforcing orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

In these cases where the discrimination complaint is against the College, a member of the faculty, staff, or administration, students or employees may follow the following informal and formal complaint procedures:

Informal Complaint Procedure

The student or employee may submit a verbal or written complaint to the Compliance Coordinator. The informal procedure is voluntary in nature and is designed to achieve a resolution to which both the complainant and the respondent agree. If the reported incident is not of a serious nature or in situations where miscommunication is occurring, the Compliance Coordinator may attempt to resolve the matter through discussion involving the respondent's supervisor. If a resolution cannot be reached through these informal processes, the formal complaint procedure may be used as an option by the complainant, respondent, or College. At the discretion of the College, certain allegations, including those of sexual misconduct, may not be addressed through informal complaint procedures but will be addressed through the formal complaint procedure.

Formal Complaint Procedure

A student or employee may file a formal complaint of discrimination or harassment (including sexual harassment) without having gone through the informal complaint process. The formal process will include the following:

1. The student or employee will submit a written complaint within one year of the incident in question to the Compliance Coordinator stating the nature of the complaint, a description of the incident(s) and any possible witnesses, and the remedy sought.

2. At the conclusion of the proper investigation process, the Compliance Coordinator will convene a Resolution Committee to help determine the appropriate action. The Resolution Committee will be made up of the Compliance Coordinator, as chair, and two representatives of the faculty/staff. The Resolution Committee, typically within 45 days, will make a recommendation to the appropriate Vice President or President Cabinet level person. The Vice President or President Cabinet level person will make the final decision and implement any disciplinary sanctions or resolutions.
3. The standard utilized to determine if a violation has occurred is a “preponderance of the evidence,” that being one based on a finding that it is more likely than not that a violation of this policy occurred.
4. In the cases involving alleged sexual misconduct, both the complainant and the respondent:
 - Are entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding or related meeting.
 - Shall be informed simultaneously of the outcome of the proceeding, in writing.
 - Will have an equal opportunity to present relevant witnesses and other evidence.
 - Will be afforded similar and timely access to any information to be used during the disciplinary hearing.
 - Are entitled to a prompt, fair, and impartial investigation and resolution.
 - Are entitled to a disciplinary process conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
5. Both the complainant and the respondent will have the right to appeal the decision to the President of the College, in writing, within forty-eight (48) hours of the original decision being communicated to them. Appeals will only be considered:
 - a. To determine whether the formal complaint procedure was conducted in a fair manner and in conformity with procedures;
 - b. To determine the appropriateness of the sanctions with regard to the violations;
 - c. To consider new information that was not available for the original formal process but that could be sufficient enough to alter a decision.

The President, typically within 10 days, will make a final decision and communicate with both parties. When a member of faculty, staff, or administration is found responsible in cases involving sexual misconduct, the College will also take steps to prevent recurrence of any sexual misconduct and remedy the effect on the complainant and others, if appropriate.

The College sponsors workshops for faculty and staff and a variety of educational programs that seek to raise awareness of discrimination and harassment, including sexual harassment, to maximize the possibility of prevention. The Wellness Center counselors provide information and referrals to anyone seeking such services, and the Wellness Center, in collaboration with the Office for Student Affairs, sponsor events that focus on sexual assault, such as speakers, and awareness campaigns.

Retaliation

It is a violation to retaliate against any person because he or she has opposed any practice at the College prohibited by this policy, or because the person has filed a complaint, testified, assisted or participated in any process designed to address and/or resolve an allegation of violations of this policy. Retaliation includes, but is not limited to, threats, intimidation, reprisals, coercion or other attempted acts seeking retribution against anyone who has reported said prohibited activity.

Conclusion

Please make sure to also review the College's Sexual Misconduct Policy. Employees are expected to understand its purpose and process. The College also reserves the right to implement any remedial action necessary for the protection of the campus community.

3.21.4.

IV. Sexual Misconduct Policy

SEXUAL MISCONDUCT POLICY (INCLUDING CASES OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING)

Spring Hill College is committed to promoting an environment that protects its Jesuit heritage, supports its educational mission, and preserves the safety and dignity of its members. All members of the College share responsibility for fostering this environment by adhering to standards of conduct. Sexual misconduct -- which here means sexual assault, dating violence, domestic violence, and stalking -- is a serious violation of these standards. Sexual misconduct is also a form of sexual harassment as prohibited by Title IX of the Education Amendments of 1972 and the College's Non-Discrimination and Anti-Harassment Policy as found in this Handbook. The College will, as with any form of sexual harassment, take appropriate steps to prevent the recurrence of any sexual misconduct, and to correct its discriminatory effects on the complainant and others.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

Any retaliatory action or behavior taken toward an alleged victim as a consequence of his or her decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Retaliation by any party may result in immediate, official corrective action.

Jurisdiction

A member of the College community accused of sexual misconduct may be subject to discipline within the College community, while also facing criminal charges or civil litigation in the court system. Even if criminal justice authorities or the victim choose not to prosecute, the College will investigate and, when appropriate, pursue disciplinary action. This disciplinary action could result in temporary or permanent dismissal or suspension of a student, or the discharge of an employee from the College.

This policy on sexual misconduct applies to incidents of alleged sexual misconduct by any member of the College Community. Any incident of sexual misconduct against a student should be promptly reported to the **Title IX Coordinator for the College**. The procedures governing resolution of complaints against a College student related to alleged incidents of sexual misconduct that are referenced in this policy can be found in more detail in the Policies and Procedures section of the Student Handbook under the heading “Non-Discrimination and Anti-Harassment Policies.”

The Office of Student Affairs is responsible for the implementation of the student conduct and disciplinary system at the College. The Vice President for Student Affairs/Dean of Students is empowered by the President to administer the College’s disciplinary system. He/she may designate other department(s) and/or campus official(s) in monitoring and regulating the Code of Conduct as he/she deems appropriate. At times, the Vice President for Student Affairs/Dean of Students may immediately intervene and administer the disciplinary process directly through his/her office or his/her designee(s). This may include, per the discretion of the Vice President, a choice of various disciplinary processes or procedures deemed best suited to meet the educational needs of the student(s) involved and the interests of the college community. In cases of an alleged violation of this policy, procedures will be conducted by officials who receive annual training on issues related to sexual misconduct and on how to conduct a hearing process that protects victim safety and promotes accountability.

Any incident of sexual misconduct by a College employee should be promptly reported to the **Title IX Coordinator for the College**. The procedures governing resolution of complaints against a College employee related to alleged incidents of sexual misconduct can be found in the Policies and Procedures section of the Student Handbook under the heading “Non-Discrimination and Anti-Harassment Policies.”

Individuals who have been subjected to sexual misconduct are encouraged to also file a report with the Mobile Police Department, although they are free to report or not report the incident to law enforcement.

All questions regarding this policy can be directed to the Title IX Coordinator.

Definitions

Sexual Assault – For purposes of this policy, sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; sexual penetration with an object without consent; and fondling, incest, or statutory rape as defined by the laws of the State of Alabama. Act(s) committed either by force, intimidation, or

through the use of the victim's mental incapacity or physical helplessness, including due to intoxication, are not performed with consent.

Domestic Violence – Any asserted violent misdemeanor or felony offenses committed (i) by the victim's current or former spouse or intimate partner; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to spouse of the victim under the domestic or family violence laws of the state of Alabama; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Alabama.

Dating Violence – Any asserted act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with considerations of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of Domestic Violence.

Retaliation – Includes, but is not limited to, threats, intimidation, reprisals, coercion or other attempted acts seeking retribution against anyone who has reported an activity prohibited by this policy.

Stalking – A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Consent – In all instances of sexual activity, consent is required. It is incumbent upon the individual seeking to engage in the sexual activity to obtain consent prior to engaging in the sexual activity.

- Consent is conveyed only by:
 - Explicit verbal agreement to participate in sexually explicit activities; OR,
 - Verbal or non-verbal communications that are unmistakable in their meaning or mutually established and understood to signify agreement to participate in specified sexually explicit activity.
- A person is considered unable to give consent if (1) he/she is asleep, physically helpless, unconscious and/or losing and regaining consciousness, or incapacitated, for example, by alcohol and/or other drugs (signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit), and/or (2) he/she is deemed legally incapable of giving consent (such as, in Alabama, a person with a mental defect, a minor less than 16 years of age, or a student under 19 years of age engaging in a sex act, deviant sexual intercourse, or sexual contact with a Spring Hill College employee, regardless of whether the student is male or female). For purposes of this policy, incapacitation is a state in which a person's perception or judgment is so impaired that he/she lacks the cognitive capacity to make or act on conscious decisions.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.

- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate, verbally, his/her decision to no longer proceed. Consent can be withdrawn at any time. If, during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved to stop and clarify verbally the other's willingness to continue. Use of alcohol and/or other drugs shall not diminish one's responsibility to obtain consent.
- Being in an ongoing relationship does not preclude the possibility of sexual misconduct occurring within that relationship.
- Consent for certain sexual activity is not consent for all types of sexual activity.
- Past consent does not imply future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

Confidentiality of Information

Spring Hill College will seek to protect student confidentiality to the extent possible and allowed by law. With the exception of certain persons in legally protected roles at Spring Hill College, including counselors in the Wellness Center, and clergy members, however, the College cannot guarantee confidentiality. Spring Hill College reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, College administrators and other campus security authorities must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the College community.

Reporting and Confidentially

The College encourages victims of sexual misconduct to talk to somebody about what happened so that victims can get the support they need, and so the College can respond appropriately.

Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they become a victim of sexual misconduct. The College encourages victims to talk to someone identified in one or more of these groups.

The Options

- *Privileged and Confidential Communications with Professional and Pastoral Counselors*

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Following is the contact information for these individuals:

Lynda Olen, Wellness Center Counselor: lolen@shc.edu 380-2270
Dodie Ward, Wellness Center Counselor: dward@shc.edu 380-2270
Fr. Marvin Kitten S.J., Campus Ministry: mkitten@shc.edu 380-4249

- *Off-campus Counselors and Advocates*

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Following is contact information for these off-campus resources: **Mobile Rape Crisis Center at 251-473-7273.**

- *Communications with “Responsible Employees”*

A “responsible employee” is a College employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty.

The following categories of employees are the College's responsible employees:

Faculty, Staff, including Residence Life professional staff, Resident Advisors, Student Affairs Professional staff, Athletic coaches, and Campus Ministry staff (excluding Fr. Kitten as noted above).

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

Although rare, there are times when the College may not be able to honor a victim's request for confidentiality in order to provide a safe, non-discriminatory environment for all students. If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. The College has designated the following individuals to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual misconduct:

Title IX Coordinator for the College

Director of Community Standards 380-3025

Director of Public Safety 380-3006

SART Coordinator 380-4170

Options Following a Sexual Assault

Students who have been subject to sexual misconduct, especially acts of sexual assault, are encouraged to seek all available assistance, to report the incident promptly, and to pursue College discipline proceedings and criminal prosecution of the offender.

- ***Obtain Medical and Counseling Attention***

In the event of assault, a victim should follow the following actions:

- Go to a safe place.
- Seek professional guidance at either the Mobile Rape Crisis Center Hotline (251-4737273) or from outside of Mobile (800-718-7273) or the Spring Hill College Wellness Center (251-380-2270).
- Preserve any evidence, even if you are not sure that you want to pursue the matter legally. Do not wash face or hands, bathe, brush your teeth, drink, eat, douche, or change clothes, if you can avoid it. If you must change your clothes, place each garment in a separate paper bag (not plastic). IT IS BEST FOR PHYSICAL EVIDENCE TO BE COLLECTED IMMEDIATELY, but no more than 72 hours following the assault.
- Get medical attention. A specialized Sexual Assault Nurse Examiner is available at USA Children's and Women's Hospital emergency room. Upon arrival, ask for Dr. SART – this will give you immediate access to specially trained professionals. If you wish, a friend or victim advocate may accompany you through this process.

- If you suspect that you were drugged, ask to be tested. It is important to let the police and medical staffs know so that you can be tested for the drug's presence in your body. Rohypnol is detectable in blood 4 to 8 hours after ingestion and in the urine up to 48 hours after ingestion. Try not to urinate prior to providing urine samples. Also, if possible, find the cup you drank from and submit it to the police for laboratory tests.
- ***Discuss the incident with on-campus and/or off-campus authorities*** ○ A student may wish to discuss an incident of sexual assault with Department of Public Safety (380-4444) and/or the local Police Department, while considering the option to file a formal police report. If requested, College staff will assist you in calling either SHC Public Safety or the Mobile Police Department. Students living on campus are encouraged to immediately call the Residence Hall staff for assistance. They may be obligated, however, to report the time, date, nature and location of the incident. ○ In an effort to provide survivor centered services, Spring Hill College has a Sexual Assault Response Team (SART). This team has been created to provide immediate support and resources to students who have experienced sexual misconduct. SART First Responders may help the student with the filing of appropriate reports and connecting with resources to meet their needs, such as medical, counseling, any other services needed to assist victims of sexual misconduct. SART members are responsible for reporting the incident, however if you would like to remain anonymous, you can choose not to identify yourself when you call. To contact a SART member, please call the SART phone number 251-623-4309 or call Public Safety or the RA on duty and ask to speak with the SART member on call.

- ***Seek Interim Measures***

The College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of an investigation. These steps can include, but are not limited to, measures to eliminate contact between the complainant and the respondent, including a change in academic, living or work situations as appropriate. The College will also cooperate with the Mobile Police Department and any other legally authorized entity in enforcing orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

- ***File a Report*** ○ File a Police Report with the Mobile Police Department. A staff member can help you contact the Police if needed. You are encouraged, but are not required, to file a report with the police.
 - File a Spring Hill College Incident Report to initiate on campus disciplinary investigation and possible disciplinary action. If you decide to file charges with Spring Hill College, you must file a complaint in writing with the Director of Student Conduct, or another designee within the student conduct process, or with the Department of Public Safety. Contact the Office of Student Affairs, the Residence Life Office or the Department of Public Safety to initiate this process.

Procedural Items within the College Student Conduct System

Evidentiary Standard

There is a fundamental difference between student conduct and criminal law. While some terminology and procedures may resemble those used in the courts, the behavior of all student conduct cases within the College community must be consistent with the educational mission of Spring Hill College, rather than simply emulating legal proceedings. The standard utilized to determine if a violation has occurred is a “preponderance of the evidence,” that being one based on a finding that it is more likely than not that a violation of the Code occurred, rather than alternative standards of “clear and convincing” or “beyond a reasonable doubt.”

Procedural Safeguards

In cases involving alleged sexual misconduct, both the complainant and the respondent:

- Are entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding or related meeting.
- Shall be informed simultaneously of the outcome of the proceeding, in writing.
- Will have an equal opportunity to present relevant witnesses and other evidence.
- Will be afforded similar and timely access to any information to be used during the disciplinary hearing.
- Are entitled to a prompt, fair, and impartial investigation and resolution.
- Are entitled to a disciplinary process conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Possible Outcomes

Possible outcomes include the range of disciplinary sanctions and outcomes listed within the Code of Conduct in the Student Handbook. Mediation is not an appropriate process for cases involving sexual misconduct and will not be an option for such cases.

Time Frame

As with any disciplinary case under the Code of Conduct, the College will provide for prompt and equitable resolution of the complaints, utilizing the timeframes as listed in the Code of Conduct procedures in the Student Handbook.

Appeal Process

An appeal process, as explained in the Code of Conduct in the Student Handbook, is available to both parties.

Prevention and Education

In addition to regular workshops for faculty and staff, the College sponsors a variety of educational programs that seek to raise awareness of sexual assault issues and maximize the possibility of prevention. The Wellness Center counselors provide information and referrals to anyone seeking such services, and the Wellness Center, in collaboration with the Office for Student Affairs, sponsor events that focus on sexual misconduct, such as speakers, and awareness campaigns.

The College reserves the right to implement any remedial action necessary for the protection of the campus community.

Amnesty for Individuals Reporting Violations of this Policy

The College strongly encourages students to report incidents that may violate this policy. Therefore, students who report alleged incidents of sexual misconduct, participate as witnesses in sexual misconduct investigations, or seek medical assistance for themselves or another will not be subject to disciplinary sanctions for their consumption or possession of alcohol or other substances in connection with the reported incident.

Alcohol and Drug Policy

3.22.1. Spring Hill College is committed to providing a workplace and learning environment free from illegal drugs and alcohol and the abuse of alcohol and other drugs. The College's policy prohibits the use, possession, manufacture, or distribution of illegal and illicit drugs and the abuse or unlawful possession, use, or distribution of alcohol. Furthermore, violation of this policy can lead to sanctions up to termination/expulsion or referral for criminal prosecution. This policy is distributed upon employment at the College, and it is reaffirmed and disseminated annually to all employees and students. The policy is reviewed on a biennial basis to determine its effectiveness, implement any changes, ensure that disciplinary sanctions are consistently enforced, and report the number of drug and alcohol related violations or fatalities along with number of type of sanctions for such violations or fatalities.

3.22.2. Employees may at any time obtain a copy of the alcohol and other drugs policy by contacting Human Resources or viewing the policy in the Human Resources folder on the common "ac-server3" (usually the "G") drive and/or the BadgerWeb portal.

Safety Policy

3.23.1. Spring Hill College makes every effort to provide its employees a safe workplace. Employees should report circumstances or conditions they question as posing a work hazard to their supervisor and/or the Director of Public Safety and Security. Examples of circumstances or conditions may include, but are not limited to, burned out lighting, wet floors, slick stairs, and broken electrical equipment.

3.23.2. Employees take responsibility for contributing to an overall safe and healthy work environment and should perform their tasks in a safe and productive manner. Safety considerations also prohibit certain practices, including but not limited to, allowing lit candles or other open flames inside buildings, decorating natural trees with lights during the holiday season, leaving empty coffee pots on heated burners, or disposing of any part of cigarettes or cigars anywhere but in appropriate smoking waste containers.

3.23.3. Employees must not bring weapons of any kind into the workplace. Weapons including, but not limited to, explosives, all firearms, illegal/long bladed knives, and all other weapons, present the possibility of danger in the workplace. Possessing weapons in the workplace or in the course of non-police employment duties violates this safety policy and may subject the employee to corrective action up to and including

termination. If an employee has a question whether an item is prohibited under this policy, contact the Director of Public Safety and Security. Prohibiting weapons through this policy does not create any duty or obligation on the part of Spring Hill College to take any action(s) greater than those required of an employer by existing applicable law.

3.23.4. The Director of Public Safety and Security takes responsibility for the development and implementation of a safety and health program, including training, to continue a safer work environment. S/he has authority to implement all approved procedures.

Preventing Violence

3.24.1. Spring Hill College does not condone and will not tolerate violence in the workplace or in the course of employment. A non-inclusive list of examples includes, but is not limited to, oral, written, or symbolic threats, threatening or abusive behavior, bullying, or violent acts either by or against employees, students, visitors or anyone on campus. Spring Hill College reserves the right to take appropriate legal action to protect against violence. Any employee must notify the Department of Public Safety and Security if s/he receives, witnesses, or has a reasonable belief that there is on campus or connected to College business the potential threat of violence of a level to put one in harm's way regardless of the relationship between the potential aggressor and potential victim(s).

3.24.2. Information concerning the source of the notice shall be kept as confidential as practicable, but Spring Hill College cannot guarantee confidentiality of all information received during the course of an investigation. Supervisors, department heads, and others who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice. Prohibiting violence through this policy does not create any duty or obligation on the part of Spring Hill College to take any action(s) greater than those required of an employer by existing applicable law.

Workers' Compensation

3.25.1. Workers' compensation insurance is provided by an employer on behalf of its employees. (See Section 14.1, *et. seq.* of the *Fringe Benefits Manual.*) Employers, however, must consider managing their programs while at the same time ensuring successful, adequate benefits coverage is in place. Program management includes, but is not limited to, the components noted below:

3.25.2. When an employee sustains a work-related injury that requires outside medical treatment (which treatment must occur at a physician's office specified by the College (or the Springhill Hospital Emergency Room if it is a true medical emergency and after work hours)) the employee will also be subject to screening for the presence of drugs and/or alcohol in his or her system. A laboratory certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs will perform all testing. Testing procedures may include a screen for the following drugs: amphetamines, cannabinoids, cocaine, opiates, phencyclidine and alcohol. All positive test results will be subject to confirmation testing and verification by the National Institute on Drug Abuse qualified Medical Review Officer.

Workers who are tested for drugs and alcohol under this policy, if impaired, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her right to recover Worker's Compensation benefits under Section 25-5-51 of the Alabama Code and may be subject to corrective action, up to and including termination.

3.25.3. The College strives to provide work, when possible, for employees who have been restricted by a physician (or other health care provider permitted by state law to certify workers' compensation recipients) due to a work-related injury or illness. Such temporary modified work duties and/or conditions are subject to availability and are on a case-by-case basis. The work assigned depends upon the nature of the injury or illness and the limitations set forth by his/her treating physician. The College reserves the right to place such employee wherever an appropriate position is available even though every effort will be made so employees remain in positions within their own department or office.

While on temporary modified duty, employees will continue to receive their regular rate of pay. S/he must furnish from the treating physician a written update of his/her medical condition to Human Resources after each visit in order to remain in the reassigned job. Temporary modified duty assignments are limited to a period of 90 days, subject to review. Any employee placed on temporary modified duty still must follow all College policies and procedures.

Chapter 4

General Procedures and Operations

Payroll

4.1.1. Employees of the College are paid on a biweekly basis. When the regular payday falls on a holiday, checks will be issued on the working day immediately preceding the holiday.

4.1.2. A biweekly Time and Attendance Report must be submitted to the Payroll Office on all persons (other than faculty, and other than hourly employee-at-will personnel who use Time Cards) who are covered by individual employee-at-will letters of appointment. Time Card employees are responsible for recording their own time when reporting for work and when leaving for the day.

4.1.3. Should an employee forget or fail to record his/her time, and during periods of sick leave or vacation, the Director/Manager/Supervisor must fill in the time, sign the entries, and give a reason for failure to comply with this policy. Clocking or marking in or out by a non-supervisor another employee's time card or other Time and Attendance Report is not allowed and is grounds for corrective action up to and including termination.

4.1.4. The Time and Attendance Report also serves as the basis for accumulating and paying sick leave and vacation. Administrative holidays and other miscellaneous leave categories are also recorded on these reports.

4.1.5. On the morning after the last working day of each pay period, the Time and Attendance Report is marked as Final or given to the Director/Manager/Supervisor for review and signature. S/he delivers the form following Payroll Office guidelines.

4.1.6. The Time and Attendance Report will be used to document the employee's entry in the payroll system. Failure to record time and to submit the Time and Attendance Report to the Payroll Office will cause the individual's name to be deleted from that run of the payroll. No special runs will be made for such employee errors.

4.1.7. The Time and Attendance Report is subject to audit by the College's certified public accountants, by the U.S. Department of Labor, and by other agencies, *e.g.*, Federal agencies, involved in contract and grant operations.

4.1.8. No new employee will be added to the payroll until an appropriate Personnel Change Form has been approved by the Office of the Vice President for Business and Finance and forwarded to the Payroll Office.

4.1.9. The Director/Manager/Supervisor shall provide a separate Time and Attendance Report for each organizational entity/contract/grant under his/her control. Employees will record time devoted to each individual project on the proper form so that salary costs can be allocated to the proper account.

4.1.10. Any employee who moves or changes his/her name should be certain to notify the Payroll Office of the change before the next payday.

4.1.11. The details on student payroll are disseminated by the Financial Aid Office. The number of hours each student works must be kept by the supervisor and marked as Final or turned in on the appropriate time sheet after the last working day of each pay period following Payroll Office guidelines. No other methods of turning in student time will be accepted.

4.1.12. Compensation in addition to regular salary for services provided or awards to individuals should be cleared through Human Resources or the Payroll Office prior to obligation of funds so that a determination can be made as to the appropriate method of payment to comply with Federal and state withholding requirements.

4.1.13. It is an express policy of Spring Hill College to prohibit improper pay deductions. The College will adhere to all applicable federal, state, and/or local statutes or regulations in processing all payrolls. An employee with questions about his/her pay, including an employee wishing to contest any deductions or discrepancies in pay, should contact the Payroll Office. If it is determined after review that a correction is necessary, the Payroll Office will process said correction no later than the next regularly scheduled payroll following this determination.

4.1.14. Payroll Advances: The College considers any advance of an employee's future salary or wages an unusual request. Therefore, employee-initiated payroll advances will only be given in extreme emergency situations. Examples of extreme emergency situations include, but are not limited to, an employee who is the victim of a robbery or other crime that reasonably results in unexpected cash flow interruption or a first-year employee who has incurred extraordinary expenses in setting up his or her local household.

A payroll advance cannot exceed the amount equal to one week's salary or wages. Any payroll advance that is approved must be repaid within the next two pay periods or sooner. In addition, an employee is limited to a maximum of one such advance of future wages per calendar year. Notwithstanding anything to the contrary, the College reserves the right to deny repeated requests from any employee. Employees must show responsibility in using their personal banking institutions or other resources to obtain loans wherever possible. Because employees have direct deposit available for payroll checks, no advance will be available due to one's absence from the workplace on a payday.

In order to approve a payroll advance request, the following steps are required:

- 4.1.14.1. The employee must submit a written request, which states the reason for the advance, to the Vice President for Business and Finance;
- 4.1.14.2. The Vice President for Business and Finance may contact the employee's supervisor about the request. If the Vice President for Business and Finance denies the request, s/he will notify the employee in writing within a reasonable time period.
- 4.1.14.3. The employee must obtain written approval from the Vice President for Business and Finance; and
- 4.1.14.4. The Vice President for Business and Finance will notify the Director of HR and Risk Management.

All employees are responsible for following the outlined procedures.

Keys

4.2.1. Each office will establish a statement of policy governing control and distribution of keys to offices and other areas. Each office maintains an up-to-date inventory of all keys issued to its members.

4.2.2. Lost keys are to be reported immediately to the individual's supervisor. The supervisor will contact the Spring Hill College Office of Public Safety. Employees' keys may be copied or replaced only through Public Safety.

4.2.3. Employees who are terminating employment or leaving on an extended leave of absence should turn in all keys to their supervisor who will update the key inventory appropriately.

Office Hours

4.3.1. All major offices of the College are open from 8 a.m. until 4:30 p.m., inclusive. Academic divisional offices should maintain the same hours.

College Travel Policies

4.4.1. It is the policy of the College that all reasonable expenses for official travel shall be reimbursed in accordance with the guidelines set forth below. It is recognized that exceptions are necessary from time to time and these should be cleared in advance, if possible, with the Vice President for Business and Finance or his or her authorized representative. The College's travel policies are tailored to provide only the absolute necessities for its employees while they are traveling. It is expected that all employees will take into consideration the total cost involved and choose the most economical means of traveling. Total cost of air travel (ticket purchase price, mileage to and from airport, parking, rental of automobiles, extra lodging required to obtain lower fare) should be compared with cost of using personal vehicle (cost of mileage, parking, additional food cost while traveling) to determine the most economical way to travel.

4.4.2. Travel Request Form. Prior approval for travel by academic unit personnel must be given by the Chair, the Division Chair, and the Provost. Travel by administrative personnel must be approved in advance by the Division Director and the Cabinet Officer responsible for that division. Cabinet Officers' travel must be approved in advance by the President. All official travel outside the continental United States must be approved by the President. The Travel Request Form must be executed before the travel is made or the first related requisition for check submitted, whichever occurs earlier.

4.4.3. Trip Duration. A copy of the meeting or conference agenda should be attached to the Travel Request Form in order to document the length of stay. Many times the preregistration form for a conference indicates the dates for that conference.

4.4.3.1. Expenses that precede or are subsequent to the conference dates, with reasonable time allowed for travel, will be considered personal and disallowed unless documented as to the business purpose. “Reasonable time” is defined as one-day travel time each way.

4.4.3.2. If net savings can be obtained by staying an extra day or by departing a day early in order to obtain lower airfare, this calculation must be clearly shown in order to give approval for the extra day’s expenditures.

4.4.4. Travel Advances. College personnel may obtain advances for College-related travel. Travel advances may be requested on the Travel Advance Form. Travel advance checks are issued the week of departure assuming the request is submitted to the Finance and Accounting Office meeting the weekly deadline requirements.

4.4.5. Travel Expense Voucher. Within 10 days after the completion of the trip, a completed travel expense voucher should be submitted to the Finance and Accounting Office with original receipts and/or supporting documentation attached (excluding credit card receipts, which are sent in with the credit card statement). Any monies not used on the trip should be returned along with the travel expense voucher. In the case that expenses are greater than the amount of the travel advance, receipts should be submitted with the travel expense voucher for reimbursement.

4.4.6. Meals. **Actual expense** for meals and tips (maximum of 15%) is reimbursable. Meal expense should be claimed **only** when there is actual meal expense (*e.g.*, not when the meal is on the airplane, not at a meeting when the registration fee includes a meal or meals, *etc.*). Meals should be taken in reasonably priced establishments. This does not include alcoholic beverages, which are the responsibility of the traveler.

4.4.7. Transportation.

4.4.7.1. Airplane - Air coach should be used in the interest of economy whenever available. If such accommodations are not available, first-class travel is allowable, if written approval is granted prior to making the airline reservations. Airline reservations should be made sufficiently in advance to guarantee the lowest practicable coach fare; two weeks’ advance is requested. Ticket stubs should be attached to the request for reimbursement.

4.4.7.2. Automobile - Travel by private auto is reimbursable at the IRS standard rate for mileage reimbursement, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation (taking into account total cost previously discussed). Necessary extra costs *en route* are not reimbursable if the total cost exceeds public transportation. In order to receive mileage reimbursement, the actual mileage driven, date and purpose of the trip should be documented and submitted on the travel expense voucher. Your mileage reimbursement is only from the College to your destination. You cannot include the commute mileage from your home to the College.

4.4.7.3. Rental Automobiles - Rental autos may be used when such travel is more advantageous to the College than the use of taxis or other means of transportation. Advance reservations for compact automobiles should be requested.

4.4.7.4. Taxi and Limousine Service - Fares including reasonable tips are allowable if no other reasonable transportation is available.

4.4.7.5. Hotels and Motels - Reasonably priced hotels or motels should be utilized, if available.

4.4.8. Non-reimbursable Items. The College will not pay for the following items:

1. Laundry or other personal expense items.
2. Long-distance telephone calls other than calls related to College business. The College will pay for one long distance call of reasonable length to inform family members of arrival at destination.
3. Entertainment of any kind.
4. Alcoholic beverages.

4.4.9. Guests. When an employee is accompanied by a non-College employee or by a spouse, all of his/her meals, extra room charges or other related items must be deducted from the amount requested for reimbursement. The computation of such items should be clear. In addition, a notation must be made on the face of the hotel bill to indicate the applicable single room rate.

4.4.10. Personal Expenses. Personal expenses or those nonessential to the performance of College business will be disallowed and should be deducted before payment is requested.

Purchasing

4.5.1. Spring Hill College has implemented the CX Requisitioning, Purchasing, and Accounts Payable (RPA) function of the Jenzabar CARS software system. The entire *entry* process is handled through CARS, while the *approval* process can be accomplished through CARS or on-line using the Jenzabar Internet Campus Solution (JICS) system, with the appropriate back-up documentation being submitted to the Accounting and Finance Office.

4.5.2. Requisitions. The Requisitioning option provides the capability of creating and submitting two types of requisitions, (1) requisition for check, and (2) requisition for purchase order, and routing the requisition to the appropriate person(s) for approval, and then submitting the approved requisition to the appropriate person for the necessary action.

4.5.3. Approval Process. The approval process enables the assigned approver to review requisitions for purchase orders or requisitions for checks in order to approve or deny the purchase of requisitioned items. This process automatically routes the requisition to the appropriate approver using a vertical

processing method for performing approvals, which means that one person must provide approval for a requisition before it is routed to a second person for approval.

- 4.5.3.1. When a request is entered, the program checks the general ledger account(s) charged for the requisitioned item(s) to determine if sufficient funds exist in the budget to pay for the item(s). If the budget is insufficient, the program displays a warning message to the person submitting the requisition. Spring Hill College policy only requires that there are appropriate funds at the function code level.
- 4.5.3.2. The approval process begins when a requisition for a purchase order or requisition for check is submitted. The first approver is notified via e-mail that they have a requisition to approve. After each approval, the submitter is notified that the document has been approved by the approver. If the document is denied, the system notifies the user who submitted the document and all approvers who approved it, through e-mail, that the document was denied. If the denial is done through CARS, the reason for denial will also be displayed. Additional approvers do not see the denied document in their list of documents waiting to be approved.
- 4.5.3.3. The approval program continues through the process until all approvals have been received. Then, the program notifies the person who submitted the document that it has been approved, and routes the requisition to the appropriate person for processing, *i.e.*, to Purchasing for a purchase order or to Accounts Payable for a requisition for check.

4.5.4. Requisition for Purchase Orders. In CX, the creation of the purchase order results in the actual encumbrance of the account chosen to pay for the goods and services. The following information applies to purchase orders:

- 4.5.4.1. A requisition for a purchase order is to be completed before placing an order for goods or services. Failure to request the purchase order in advance is considered a violation of College policy and will result in disciplinary action by the College, **and being held liable for the charge.**
- 4.5.4.2. If the cost is unknown, the best estimate should be used.
- 4.5.4.3. When requesting a purchase order for goods or services in an amount exceeding \$2,000, Spring Hill College's competitive bid process must be followed. Exceptions may include an existing contract or price agreement or a sole-source vendor with written justification. The written bids must be received in the Purchasing Office before the purchase order number will be issued. The following guidelines should be adhered to:
 - 4.5.4.3.1. An order for goods or services over \$2,000 but under \$5,000 requires a minimum of two written bids.

- 4.5.4.3.2. An order for goods or services over \$5,000 requires three written bids and the added approval of the Vice President for Business and Finance.
- 4.5.4.3.3. A bid summary with justification for choosing the selected vendor should be included with the bids. Evaluation may include factors other than price, such as quality, timely delivery, service, minority supplier considerations, *etc.*
- 4.5.4.3.4. The bid summary must be submitted to the Vice President for Business and Finance for review prior to the approval of the purchase order. The Finance Office will store these documents. The bid summary can be sent electronically.
- 4.5.4.3.5. After the purchase order has been issued, the employee should instruct the vendor to cite the purchase order number on all invoices, packing slips, and correspondence.
- 4.5.4.3.6. Invoices received without a purchase order number will be returned to the vendor for collection from the individual making the purchase. The employee and his or her Cabinet member will be notified.

4.5.5. Requisition for check. A requisition for check is used to request payment to a vendor that does not accept purchase orders. Examples include membership/dues, subscriptions, reimbursements, registrations, *etc.* After submitting the requisition for check and upon e-mail notification that the approval process has been completed, the submitter should forward sufficient documentation to the Accounting and Finance Office. The submitter should adhere to the following guidelines:

- 4.5.5.1. Supporting documentation, including detailed receipts, registration/ membership forms, *etc.*, should be submitted to the Accounting and Finance Office by Tuesday in order to have a check by Friday of that week.
- 4.5.5.2. A requisition for check submitted for services rendered by an independent contractor must be accompanied by a completed W-9 form regardless of the dollar amount of the request. The request will not be processed until Accounts Payable has received the completed W-9 form.
- 4.5.5.3. The College is exempt from sales tax under AL 47-7914 and will not reimburse vendors, employees, or other constituents of the College for this expense. It is the responsibility of the employee to provide this information to the vendor when making a purchase.

4.5.6. Petty Cash. The Petty Cash limit is \$50. Once a purchase is made, a receipt should be turned in to the Student Account's cashier within three business days. Money not spent will be deposited back into the appropriate account. Each department can have no more than two outstanding petty cash

disbursements at one time. Petty cash may not be used as a means of employee reimbursement; these reimbursements should be submitted on a requisition for check.

4.5.7. Credit Cards. See College Credit Card Policies 4.6.1.3-Purchasing exception

College Credit Card Policies

4.6.1. Spring Hill College allows the selected use of College procurement cards primarily for travel and meal expenses. The itemized statements, supporting receipts, and convenience of use are advantages over conventional cash advances. The following guidelines are presented for accountability and proper stewardship of our resources:

4.6.1.1. All applicants for credit cards must have their respective Cabinet Officer send a written request to the Finance Office. Upon receipt of the card, the employee will sign an Agreement which outlines the proper usage of the card and the consequences for not following procedures.

4.6.1.2. The credit card of the College can only be used for official College business travel (see exception 4.6.1.3). Cards used for Travel and Meals must be used in compliance with SHC travel guidelines.

4.6.1.3 The College credit card can be also used for online purchases for the College or when a vendor/ supplier will not accept a Purchase Order AND the vendor demands payments for goods/ services at time of purchase of goods or execution of services. Both of these types of purchases must be approved by your supervisor prior to ordering and using the credit card.

4.6.1.4. Misuse of a College credit card or use for personal reasons will result in disciplinary action by the College. At a minimum, a two-strike policy for misuse of the credit card will result in the employee losing the privilege of having a company credit card. The College may take any further action it deems warranted.

4.6.1.5. All charges are subject to periodic review for reasonableness and compliance with College guidelines. The College reserves the right of judgment on reasonableness and compliance.

4.6.1.6. Lost or stolen cards must be reported to the Accounting and Finance Office immediately.

4.6.1.7. Each employee will turn in all charge cards upon termination of employment.

4.6.2. Cardholder responsibilities. The following guidelines outline the cardholder's monthly responsibilities.

4.6.2.1. By the 5th business day of each month, each cardholder will allocate their expenses online, indicating the account code that should be used for each expense.

4.6.2.2. The cardholder will print their online billing statement, attach the supporting detailed documentation (not just the summary receipt), and obtain their supervisor's approval (signature) before forwarding to the Accounting and Finance Office for payment no later than the 8th business day of each month.

4.6.2.3. Receipts for meals must document who was in attendance and the nature of the business. In case of athletics' team travel number of athletes and coaches must be documented.

Hardware/ Software Review Policy

4.7.1. The Purpose: The purpose of the hardware/ software review is to ensure that all technology related hardware and software acquired for use at the College is compatible with the College's environment; security has been provided for the operation of the hardware/software; and consideration has been made for the support of the hardware/ software. A review of the prospective technology will be made by the Office of Information Technology (OIT) prior to obtaining it. This includes technology which is "free" or donated.

4.7.2. Components of the Review. The components of the review are as follows:

- Expectations that the hardware or software will operate securely and effectively in the College environment. This includes consideration for additional modifications to the existing environment that might be needed including, but not limited to, security, additional bandwidth, additional cabling, changes to the firewall, additional outlets, additional wireless in the areas in which the wireless technology is expected to operate, programming needed to make the hardware/ software function, personnel support, and the ability of the new technology to work with existing systems.
- Determine that there are proper licensing agreements where applicable associated with the hardware and software.
- Determine if another hardware/software vendor may provide better pricing or operating arrangements and make recommendations to the securing office regarding this.
- Determine if the software or hardware is already available.
- Determine the expectations for installation, maintenance, necessary interfaces, and client support services from OIT prior to purchase.

OIT will work with the office obtaining the technology to determine if the components of the review have been met or further actions are needed.

4.7.3. The Process:

- Prior to obtaining any hardware or software, OIT will be part of the signoff approval process for all hardware and software technology acquisitions. This includes, but is not limited to, any software or hardware such as computers, tablets, any AV-related equipment, mobile devices, and all technologies which use the College's technology resources.
- If Business and Finance receive a hardware or software related purchase order, it will ensure that the potential purchase has been reviewed by OIT prior to the purchase.
- It is expected that OIT will initiate the review of the hardware/ software acquisition within twenty-four business hours of having received the information about the technology being obtained. If there are no conflicts or questions to be answered after the initial review, OIT will approve the request immediately. If there are discrepancies, OIT will work with the office to resolve those situations.

An OIT Review of Hardware & Software Purchases form should be completed. This form is located [here](#) for your convenience and also on Badgerweb at www.shc.edu/oit. Exceptions to this policy may be made by the President of the College.

For questions related to the hardware/software acquisition policy, please contact the CIO at extension 3888.

4.7.4. Definitions:

*Computer software: Also called "software" is a series of instructions that directs a computer to perform specific tasks or operations. Generally, computer software can be divided into: application software and systems software.

Application software is often called end-user programs because they enable the user to complete tasks such as creating documents, spreadsheets, databases, and publications, doing online research, sending email, designing graphics, and playing games. The shortened term "app" has become a popular term often referring to applications for mobile devices such as smartphones and tablets.

System software is software that directly operates the computer hardware, to provide basic functionality needed by users and other software, and to provide a platform for running the application software.

* Hardware is defined as the physical aspect of technology including, but not limited to, computers, servers, networking components (including wiring), telecommunications equipment, and other devices including mobile devices (tablets, laptops, iPads, phones, etc.).

Policy for the Acceptable Use of Electronic Resources

4.7a.1. Policy Statement: Spring Hill College students, faculty and staff are encouraged to use the electronic resources provided by the College for purposes related to their studies and research, their teaching, and the execution of their duties as College employees. This policy outlines the standards for acceptable use.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, networks, facsimile machines, printers, email, voicemail and other telecommunications facilities, as well as all information contained therein, owned or managed by the College.

4.7a.2. Privileges and Responsibilities: Your access to Spring Hill College's electronic resources is contingent upon adherence to this policy. Misuse may result in the loss of access and/or disciplinary action, as noted in the "Enforcement" section (section 4.7a.8.), below.

The lists of inappropriate activities included below should not be considered complete or exhaustive.

Maintain the Security and Confidentiality of your Account Users are responsible for all use made of their computer accounts. To protect their accounts, users should select a secure password, maintain its confidentiality and change the password regularly.

The following activities are expressly prohibited:

- Sharing your password or account.

Respect for Property Rights Users are to respect copyright agreements and intellectual property ownership.

The following activities are expressly prohibited:

- Downloading, installing, storing or distributing software, music, images or other files obtained in violation of copyright or trademark laws on any computer owned by the College.
- Installing software on College-owned computers in violation of the provisions imposed by the software vendor in the software license agreement. Unless specifically allowed by the license agreement, software you purchased and installed on a home computer cannot be installed legally on your office computer.
- Cheating and plagiarism.

Respect for Privacy Rights Users are to access only their own information, information that is publicly available, or information to which they have been given authorized access.

The following activities are expressly prohibited: ▪

Using another person's computer account.

- Using another person's files, or data without appropriate permission. ▪ Reading, deleting or tampering with another user's files.
- Attempting to "crack" or guess other users' passwords.
- Obtaining passwords by other means, such as password capturing programs.
- Attempting to circumvent system security.
- Examining or collecting data from the network.

4.7a.3. Improper/Illegal Communications: Any communication that would be improper or illegal in any other medium is equally so when done electronically: libelous material, obscene messages, harassment, forgery, threats, etc.

4.7a.4. Responsible Sharing of Resources: Server disk space and network bandwidth are examples of shared resources. Users should not make such excessive use of shared resources that performance is significantly degraded or other users cannot obtain access. Users are not always aware that their use is excessive and, on occasion, activities not specifically prohibited by this policy might interfere with the proper operation of a computer system or network. In such cases, an OIT person may take action to prevent the problematic activity or may contact you to assist with solving the problem.

The following activities are expressly prohibited:

- Releasing programs such as viruses, Trojan horses, worms, *etc.*, that disrupt other users, damage software or hardware, or disrupt network performance.
- Tampering with or willful destruction of any computer equipment not your own.
- Sending chain letters via email.
- Sending large quantities of unsolicited email ("spamming" and/or "chain letters").

4.7a.5. Personal Use: The College makes electronic resources available primarily to achieve its goals of education and research, and for administrative activities. Incidental personal use is allowed, but the College reserves the right to restrict personal use of College systems if the use of resources for such activities becomes excessive.

The following activities are expressly prohibited:

- Using electronic resources to operate a personal business or commercial enterprise.
- Advertising commercial businesses.
- Using College resources to represent the interests of any non-College group or organization.
- Reselling services based on the College network, such as web hosting and mailing services.
- Running a proxy server that results in access to College materials by persons not affiliated with the College.

4.7a.6. Privacy of Your Files: Individuals should not have an expectation of privacy when using the College's electronic resources. The content of materials transported over the College network or stored on its computers is not routinely monitored by any College official. However, the President and Provost reserve the right to authorize such monitoring and to restrict a user's access when, in their judgment: it is necessary to protect the security, integrity, and effectiveness of the systems; it is necessary to protect the College from civil or criminal liability; or, there is reasonable cause to believe that violations of state, local or federal law or College policy have occurred. Furthermore, the College will comply with the lawful orders of courts, such as subpoenas and search warrants.

In the course of assuring the viability of the College's computer systems and network, system administrators may become aware of activity or material that indicates possible violation of this policy. Such information may be referred to the appropriate person, on- or off-campus, for further investigation.

Spring Hill College provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. The College

cannot be held accountable for unauthorized access, nor can the College guarantee protection against media failure, fire, floods, hurricanes, tornados, *etc.*

4.7a.7. End of Employment Relationship: Please refer to Section 4.15.3. in this *Employee Policies and Procedures Manual*.

4.7a.8. Enforcement: Violations of this policy may result in loss of access privileges as well as appropriate disciplinary (up to expulsion or termination of employment) or corrective action. If there is a reasonable belief such activity also violates local/state/federal laws, the College may refer these matters to appropriate law enforcement officials.

Cell Phone/ Mobile Device Policy

4.8.1. Spring Hill College recognizes that the vast majority of adults in America are in possession of a cell phone/ mobile device and use it for both work related and personal business. This policy reflects the new reality of cell phone ownership and usage.

4.8.2. Effective August 1, 2016, Spring Hill College has a Bring Your Own Device (BYOD) Policy for cell phones and mobile devices. Employees who require a cell phone as part of their regular work responsibilities will provide their own device. Employees in positions recommended by the area VP and approved by the President may receive a \$50/ month subsidy for data access. There may also be exceptional situations where the President approves a College supported phone. The form to request a stipend or cell phone is on Badgerweb on the Help tab at <https://sites.google.com/a/shc.edu/office-ofinformation-technology/>.

4.8.3. Employees required to have a cell phone include, but are not be limited to, those who travel on business and those whose job functions require they be accessible outside of normal business hours. Employees who are required to have a cell phone must provide their cell phone number to the College so that they can be contacted as needed.

4.8.4. Any exceptions to this policy will require the approval of the President. The Policy will be reviewed as dictated by the financial plan of the College.

General Ledger

4.9.1. Information on General Ledger accounts is available through the home page of the Finances tab in BadgerWeb. See: Review Your Ledger Account(s). If there are any questions related to General Ledger accounts, your inquiries should be directed to the Finance and Accounting Office.

Physical Plant

4.10.1. The Vice President for Business and Finance is in charge of the physical plant at Operations. The basic function of Operations is to plan, direct, and coordinate all maintenance, construction, custodial, and ground activities at Spring Hill College through a work control program that will allow maximum use of facilities and minimum expense with proper protection of facility investment.

4.10.2. Spring Hill College uses an automated work order system. All requests for work must be entered on this website: <https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp> Additional instructions can be obtained from the Operations Department.

Tobacco Policy

4.11.1. Spring Hill strives to provide a healthful, comfortable, and safe learning and working environment for all students, employees, visitors, and other groups of constituents. To support this goal, the use of all tobacco products, including but not limited to, cigarettes, cigars, pipes and smokeless tobacco, is **not allowed** in the following areas:

- Inside any campus building or campus vehicle;
- Within 25 feet from any campus building or structure (exterior walls);
- Areas designated as non-smoking (to include but not necessarily limited to):
 - the plaza anywhere between Quinlan Hall and the Fine Arts Building
 - the Outdoor Learning Area
- Within 25 feet of all areas where volatile, flammable, or explosive materials are in use and/or situated, regardless if the use is temporary or consistent; and/or
- Within 25 feet of any posted "No Smoking" sign, wherever such signs may be located on campus.

Parking and Traffic Regulations

4.12.1. New employees should register their vehicles upon employment. Employees with new vehicles should update their vehicle registration as soon as possible. If new parking emblems are issued for cars, motorcycles, and motorbikes, the normal registration period for employees is the month of August.

4.12.2. Copies of the Spring Hill College Parking and Traffic Regulations are also distributed with each vehicle registration. Each employee is responsible for reviewing this information and noting any changes, additions, or deletions. All employees are expected to follow these regulations. Questions concerning vehicle registration, traffic regulations, and parking may be directed to the Office of Public Safety and Security at 251-380-3096.

Mailroom Policies

4.13.1. The mailroom exists to expedite delivery of written communications, both U.S. Postal and campus-generated throughout the College community. Since the Postal Service does not sort the mail or

deliver mail directly to our offices and students, the College must assume responsibility for securing the mail at the Springhill Branch of the Postal Service, sorting the mail, and delivering the mail, generally through a system of postal boxes.

4.13.2. In order to meet Federal postal responsibilities and maintain the integrity of the mail, it is the College's policy to limit access to the mailroom's work area to mailroom employees or other persons under the direct supervision of the Mailroom Manager. Individuals and organizations desiring to distribute large quantities of mail or to blanket all student mailboxes should contact the Mailroom Manager to set up a specific time when the organization can deliver this mail to the Mailroom Manager for proper distribution.

4.13.3. Campus mail must be individually addressed—with box numbers, if student mail—to be processed with first, second, and third class mail. Large or mass mailings will be accepted only from academic offices, administrative offices, or student organizations officially recognized by the Student Government Association and Student Affairs and will be processed as noted in section 4.13.2., above.

Certified Mail Policy

4.14.1 Important documents sent by mail, particularly to federal or state governmental agencies, will use certified mail (return receipt requested). The return receipt will be filed for future reference in the event the document is misplaced or lost by the agency.

4.14.2 The types of documents covered by this policy include, but are not limited to, the following:
audit reports required by federal or state agencies; financial aid reports; IPEDS reports;
academic suspension letters to students; and, academic dismissal notices to students.

Archives, Records Retention, Storage, and Disposal

4.15.1. This statement establishes the general policies employees will follow when handling the documents and other items generated during the conduct of the official business of Spring Hill College. A distinction is drawn between archival and general records storage. Archival items are either confidential or historical in nature, while general records represent the product of the day-to-day, routine administrative functioning of the College. Generally, items in archival storage are permanently retained, while material in general records storage is subject to review for disposal based on accreditation, legal or other requirements imposed on the office producing them.

4.15.2. Any records, correspondence, or other information and items generated as part of the general functioning of Spring Hill College are the property of the College and are to be handled as such. Computer generated media, in addition to paper copy, is included (such as spreadsheets and word processing files stored on computer disk produced as part of College business) and is subject to this policy. Files that are purely personal and unrelated to the functioning of the College are not covered by

this policy. Such files should be kept separate and clearly designated from files containing the official business of the College.

4.15.3. Upon termination of employment at Spring Hill College, whether voluntary or otherwise, employees are required to turn over all College records and property entrusted to or created by them without modification, deletion, or other forms of tampering. Breach of this provision will result in appropriate legal action by the College. The College retains the right to review all files, in all media formats, including but not limited to, computer files, hard copy material, and voice mail.

Archival Storage

4.15.4. It is the policy of the College to assure that its rich history is preserved for future generations. The Archivist is responsible for preserving, cataloging, and storing documents and other items that are either too confidential for general storage or represent the history of the College.

4.15.5. These personnel will establish a system for logging and tracking items placed in confidential or historical storage. Materials classified as confidential will retain that status for twenty years, unless otherwise specified.

Archival Material of an Historical Nature

4.15.6. The Archivist will establish procedures for collecting documents and items of an historical, but non-confidential, nature for the Archives. Such items include the annual *Bulletin of Information*, class schedules, the Springhillian, the Torch, athletic press guides and rosters, newspaper articles about Spring Hill College clipped by, *e.g.*, the Communications staff, publications sent by the Office of Advancement to alumni and friends, videotapes of commencement ceremonies, and similar items. These personnel will establish policies for making these materials accessible to College employees and the general public.

General Records Storage: Retrieval and Disposal

4.15.7. The Vice President for Business and Finance (VPBF) is responsible for managing the general records policy and for selecting the central records storage facility, including making provision for an appropriate inventory control system. The records inventory will be reviewed for proper disposal by each appropriate office no less than once a calendar year.

4.15.8. Each executive officer will oversee the development of guidelines for record retention, storage, and disposal appropriate to his or her area of responsibility. When establishing policy, the recommendations and procedural guidelines of the appropriate professional association should be considered. All offices must comply with all federal, state, and local governmental regulations for handling records. The executive officer will send the VPBF a copy of the policy.

- 4.15.9. All records policies will include the following in the sequence listed below:
1. a brief statement of the rationale for records retention, storage, and disposal for the office;
 2. designation of the person responsible for administering the office's policy, usually the director;
 3. a clearly worded statement outlining the administrative practices that will be employed for retaining, storing, and disposing of records, including time periods for holding records at the office site, the period of time records must remain in retrievable storage, and when (if ever) the records should be destroyed; and
 4. records sent to the records storage facility will be handled as follows:
 - a. records will be boxed in cartons appropriately sturdy for the retention period. Such boxes will be of standard size to allow ease of storage and retrieval, as specified by the VPBF;
 - b. each box sent to the storage facility will be clearly labeled with the following information:
 - i. the office placing the materials in storage;
 - ii. the date the records were placed in storage;
 - iii. the date, if ever, when the records should be destroyed;
 - iv. a sequential inventory control number using the system designated by the VPBF;
 - c. the office director placing the records box in storage will inform the VPBF the items being placed in storage, arrange for a work crew to transport the boxes to the central facility, and assure the boxes are correctly placed in the section of the facility designated for that office's storage use. A log of the contents of the box will be sent to the VPBF;
 - d. only personnel from the office placing records in storage may retrieve the office's records. In the event that another College official needs a record, that official will request that the director or designated manager retrieve the record for them. Records will only be made available on a strictly "need to know" basis; and
 - e. when items are retrieved from the central storage facility for use by the office, a record of the documents removed from each box must be kept. It is the office manager's responsibility to assure all records are properly returned to storage after use.

Animal Policy

4.16.1. Spring Hill College constantly strives to establish and maintain a safe and healthy learning environment for all students, faculty, staff, and visitors. In an effort to address part of this concern, animals, with the exception of "Service Animals" (those that are specially trained to mitigate an aspect of a disability), are not permitted within the interior of any campus buildings.

4.16.2. When on the exterior grounds, all dogs must be leashed and under the control of the individual walking the dog. This is consistent with the City of Mobile's Dog Ordinance, which recognizes that a

dog's owner is responsible for the behavior of the dog. The individual walking the dog on the leash is also responsible for cleaning up any waste deposited by the animal. Once the waste is collected, the individual must properly dispose of it in appropriate waste receptacles provided on campus.

4.16.3. The Office of Residence Life has an established policy, approved by the Vice President for Student Affairs, which will remain in effect for all College Residence Halls.