

# SECTION 2: Conditions of Employment

## COLLEGE POLICIES

### Rules of Conduct

Certain standards of performance and conduct must be maintained in any work group. Generally, these standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, counseling or an oral reminder by a supervisor normally results in the employee observing these standards in the future. Offenses, which may result in discipline or discharge, include, by way of example, but are not limited to:

- Fraud in securing your job
- Unexcused absences
- Failure to respect confidentiality
- Intoxication on the job or abuse of other drugs or chemical substances
- Willful disobedience
- Failure to wear attire deemed suitable by the College or meet the College's hygiene and grooming standard
- Discourteous treatment of students, other College employees and/or the public
- Dishonesty
- Inefficiency or incompetence
- Unsatisfactory work performance
- Unsafe acts
- Harassment

These rules are to be used only as a guideline and are not intended to cover all of the offenses for which disciplinary action could result. The range of disciplinary action may include (but is not limited to) oral or written reprimand, probation, suspension without pay and/or benefits, demotion and discharge. The appropriateness of the penalty in each case shall be determined by the College.

### Hope College Drug-Free Workplace Policy

The **Drug-Free Workplace Act of 1988** requires all employers receiving federal contracts and grants to maintain a drug-free workplace. It is the policy of Hope College to prohibit the unlawful manufacture, distribution or use of a controlled substance on College properties. Employees who violate this prohibition are subject to dismissal upon conviction.

Faculty, staff or student employees working on covered contracts must notify the Office of Human Resources within five days of their conviction for violating any criminal drug law by an action in the workplace.

The Hope College Counseling Center provides substance abuse counseling for students and referrals for long-term treatment. Upon request, referrals for faculty and staff needing assistance will be made. For covered employees, the College Health Insurance Program provides for substance abuse treatment coverage.

Drug abuse in the workplace is a serious threat to the personal safety and well-being of the abuser, as well as co-workers. For that reason, the College strongly supports the humane treatment of drug abusers; while protecting the College community from adverse consequences of drug abuse.

The Hope College Department of Campus Safety will investigate in accordance with the requirements of the statutes. Suspected violators of the drug abuse policy shall be subject to drug testing by appropriate local authorities.

The **Drug-Free Schools and Communities Act Amendments of 1989** requires that, as a condition of receiving funds or any other form of financial assistance under any Federal programs, Hope College must certify that we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This statement is issued to inform you of our compliance with the Act.

#### **Standards of Conduct**

It is the policy and practice of Hope College to prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on our property or as a part of Hope College sponsored activities.

#### **Legal Sanctions**

Legal status under local, State and Federal law provide sanctions as recourse against illicit drugs and alcohol.

#### **Health Risks**

Hope College is concerned that its students and employees enjoy a state of good health. Because the abuse of alcohol and illegal drugs presents a hazard to our physical well-being and job performance, the College strongly discourages these risky behaviors.

#### **Counseling and Treatment Options**

Drug and Alcohol abuse in the workplace is a serious threat to the personal safety and well-being of the abuser as well as co-workers. There are a number of agencies offering programs of assistance to employees or students requiring counseling and treatment.

Employees participating in the Hope College sponsored health insurance plans are eligible to receive substance abuse treatment coverage. Voluntary, self-admission into a drug/alcohol treatment center is promoted as a means of preventing more serious problems, including the possible loss of employment.

#### **Disciplinary Sanctions**

It is very important that Hope College provides a safe work environment for our employees and we therefore will take action, as deemed necessary, to protect the College community from adverse consequences of alcohol and drug abuse.

The Hope College Department of Campus Safety will investigate and prosecute violations in accordance with the requirements of the legal statutes. Suspected violators of the drug abuse policy shall be subject to drug testing by appropriate local authorities. Employees who violate our alcohol and drug-free workplace rules are subject to College penalties ranging from unpaid suspension, with a requirement to successfully complete an alcohol or drug rehabilitation program, to dismissal - upon conviction. Employee conviction for sale or delivery of illicit drugs, drug related violence toward other members of the campus community or refusal to participate in an appropriate rehabilitation program shall result in dismissal proceedings.

## **Smoking Policy**

The Ottawa County Smoke-Free Indoor Air Regulation is effective on January 1, 2008. This new regulation requires all public and private employers to prohibit smoking in all enclosed areas and within twenty-five feet of any entrance, operable window, and ventilation system. In order to comply with this new regulation and promote a healthier lifestyle, Hope College became a smoke free campus on January 1, 2008.

Smoking will not be permitted in any campus owned or leased building; in any residence hall, apartment, or cottage; on any campus walkway or green space; or outside in college parking lots.

Smoking is permitted in private vehicles (including those parked in college lots) and on public right-of-ways away from building entrances. Please adhere to the twenty-five foot distance and dispose of your smoking materials appropriately before reentering the campus area.

The college is supportive of smoking cessation programs and will work with faculty and staff seeking help with their smoking habit. Please see the following links for more information on options available visit <http://hope.edu/cit/wellness/resources/programs/tobacco.html>. The college is hopeful that smokers will use this new regulation as an extra incentive to give up smoking and improve their overall health.

## **Safety**

One of the most important aspects of everyone's job is the practice of safety. Correcting or reporting unsafe conditions or practices which you observe is a part of your job in helping to make the campus a safe place to work. Your suggestions for improving the safety of the campus are welcomed. These suggestions should be directed to your immediate supervisor or the Health and Fire Safety Office (ext. 7999).

Our accident record is good and can only be continued if each employee is aware of and acquainted with potential hazards. Knowledge of the correct operation of all equipment you use will maintain our good record and provide for your well-being.

## **Gender**

References in this Handbook to words which identify either sex are used only for convenience and apply equally to both sexes.

## **Harassment**

All employees are responsible for assuring that our workplace is free from harassment based on or as the result of an individual's race, color, national origin, age, religion, weight, height, disability, veteran status, marital status, sex, or any characteristic protected by law whether or not this

behavior results in violation of the “law”. Any employee violating this policy will be subject to disciplinary action up to and including discharge.

Hope College has a very indepth policy and process in regards to maintaining an environment free of discriminatory and sexual harassment. This information and key contacts can be found at <http://www.hope.edu/admin/hr/employment/policies.html>. Any employee who feels that he or she is being subjected to harassment is urged to contact the appropriate personnel as outlined in the policy and/or the Director of Human Resources immediately.

### **Immigration Rules for Employment**

Hope College is required to comply with rules issued by the Immigration and Naturalization Service in 1987. All employees are required to file an I-9 form with the Human Resources Office. Accurate documentation as noted by the Immigration and Naturalization Service must be provided.

### **Comprehensive Plan**

The Comprehensive Plan to Improve Minority Participation at Hope is the official plan of the College to serve as a major catalyst to recruit, attract, and retain domestic Americans of Color in our ranks of students, faculty, and staff. All employees will receive a copy of the Plan upon beginning employment. At certain times, employees will be expected to attend various lectures and training sessions focusing on issues of diversity.

### **Campus Technology**

Certain standards of performance and conduct are expected from Hope College employees when using College owned computers, telephones, and other electronic equipment. The College has no tolerance for use of College resources, including technology, for pornography and violators of this will be subject to discipline action, up to and including immediate termination.

**Phone Use:** Employees are encouraged to keep personal telephone calls to a minimum. In the event personal long distance calls are made, employees are required to appropriately reimburse the College. Payment for personal calls can be made at the Hope College Business Services Office in the Anderson-Werkman Financial Center.

**Network Use:** Employees are encouraged to use the College network resources for College business only. In the event that network use is deemed inappropriate, employees may be subject to disciplinary action that may include (but is not limited to) oral or written reprimand, probation, suspension without pay and/or benefits, demotion, and/or discharge. The appropriateness of the penalty in each case shall be determined by the College. Network use by non-employees, including family members is prohibited. Employees are encouraged to use an Internet Service Provider other than the College for all non-business use. C.I.T. maintains a list of recommended service providers.

**E-mail Names:** While C.I.T. strives to honor the wishes of employees in selecting e-mail name and addresses, it is the sole discretion of C.I.T. to determine these names and addresses.

# **STAFF POLICIES**

## **Staff Hiring Policy and Procedures**

### **Hope College Hiring Philosophy**

Within the context and framework of the published mission of Hope College, we continue to seek to employ the best-qualified personnel in all areas of our operation. This philosophy is currently adhered to and will continue to serve as the basic guideline for all hiring practices. Initial employment, employee compensation, training/development and subsequent promotion opportunities are extended to all persons regardless of race, color, national and ethnic origin, sex, age, or handicap. The College will diligently seek qualified minority persons to fill job openings and thus expand the multicultural presence of our campus.

### **General Recruitment and Hiring-Procedures**

The College will engage in an open recruitment process for filling new positions and locating replacement personnel. Our recruitment and hiring practices will advance our goal of building a work force of persons committed to the mission of the College.

To facilitate the efficient recruitment of candidates, the following guidelines should be followed:

1. A "Personnel Requisition Form" will be completed and the necessary authorizations will be secured prior to the search.
2. A written notice (posting) of the position will be posted on the Human Resources web site.
3. Appropriate outside advertising, if necessary, will be coordinated by the Human Resources Office.
4. The hiring department will conduct campus interviews and special effort should be made to consider minority candidates.
5. Reference and background checks will be conducted on final candidates whom are being considered for a position with the College.
6. The oral offer of employment by the hiring department should be followed up by a written confirmation. The offer is not official until it is given in writing.
7. Rejected candidates will be promptly contacted and the communication process should be coordinated with the Human Resources Office.
8. The hiring supervisor will complete a "Status Form" to authorize placing the new employee on the payroll system. The form needs to be sent to the Human Resources Office.
9. Hiring supervisors will complete a performance appraisal for the new staff member within the first 30-90 days of employment. Early detection of performance problems is very important.

### **Developing a Multicultural Community**

College departments should demonstrate their support of the College hiring philosophy and follow the published recruitment/hiring procedures. To facilitate the College goal of in-

creasing the multicultural presence of our campus the following additional hiring guidelines should be followed:

### **Reporting**

The employment of staff members requires that the hiring department complete the Equal Employment Hiring Report detailing the efforts made to give minority applicants a full opportunity to be considered for the opening. The report will be completed and given to the Human Resources Office prior to authorizing the new person to be added to the payroll system.

### **Applicant Development**

Departments should make efforts to locate minority applicants for openings. The College makes special efforts to invite members of the local minority community to become more familiar with our campus and encourage their consideration of Hope College as a potential employer when openings become available. All College advertisements will encourage minority applicants to submit applications for our job openings. We will also need to actively recruit from minority Hope graduates.

### **Confidential Background Check**

It is the policy of Hope College to conduct a background check before making an offer of employment. This will be limited to checking criminal convictions, felony charges, state and national sex offender lists, and terrorist watch lists. In the event a particular position involves access to large sums of money, a credit check will also be required. The background check information will be ordered and reviewed by only one person designated at the College. The designee will share this information with the hiring supervisor only when it is relevant to the job performance. All candidates will be informed of their right to review the check for accuracy. If the background check uncovers information that is potentially disqualifying, the candidate will be informed and given the opportunity to respond. Results of this check will remain confidential unless essential for the College's legal defense in a lawsuit involving the candidate.

### **Changes in Employment**

Job openings will be announced, when necessary in the College's judgment, by postings and/or advertisements. You may be required to complete an application for a job opening you are interested in, and the College may consider your previous performance, performance evaluations and job counseling statements in addition to other factors in reviewing your application. The College reserves the right to transfer, lay off and recall employees at its discretion.

### **Good Employee / Vendor Practices**

The College expects all employees to refrain from the acceptance of personal gifts, services, and discounts offered by vendors to the College which may be interpreted as creating a "conflict of interest" in the conduct of College business. Favored treatment of a vendor in exchange for personal employee reward is strongly discouraged. The selection of a vendor must be based upon the best interests of the College. Normal lunch/dinner business meetings paid by vendors are considered to be acceptable business practice. Questions for policy interpretations should be addressed to the Human Resource Office.

## **Employee Identification Card Policy**

The College recognizes that an I.D. card provides employees and their families with many valued benefits. These benefits include: use of the Dow Physical Education Center, free general admission to College athletic events, discount fees for numerous cultural activities, use of other College facilities including parking and a discount on bookstore purchases. It has therefore become necessary to establish policies governing the issue and use of cards.

Photo I.D. cards are issued at no cost to all regular non-student employees who are paid through the College payroll. The Human Resources Office is responsible for authorizing the distribution and annual validation of cards. The following I.D. card categories and guidelines are followed:

### **Staff Card**

Validated with a sticker for a twelve (12) month period for all regular non-faculty employees. The card provides full benefits to the employee and his or her dependents. Dependents desiring a Dow Card need to contact the Dow Center. Single employees are given a guest privilege that allows them to attend College activities and use College facilities with a guest at no charge. New validation stickers for cards are issued each fall semester.

### **Auxiliary Employee Card**

Issued to those paid employees providing special services to the College on a short-term, part-time, or temporary basis. The card will expire at the end of the scheduled services. The auxiliary employee shall receive benefits for his or her dependents during the period of the assignment. Special employees groups in this category include but are not limited to: Creative Dining Service employees, Holland area police/fire personnel, physician consultants, etc.

### **Retired Employee Card**

Employees who retire from active service at the College on or after the age of 65 (or age 60 with 10 years of Hope College service) or through a College Early Retirement Plan are eligible to receive an honorary lifetime I.D. that will provide the same benefits described in paragraph one for regular, active employees. Spouses of deceased retirees shall become eligible for an honorary activity card providing a continuation of benefits. Should the spouse remarry, the card shall expire on the date of the remarriage.

## **Working Hours**

The normal workday for office employees is 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Physical Plant employees have some shift variations but normally begin their work day earlier and finish earlier. Variations in work schedules may occur for special shifts, part-time and temporary employees depending on their particular job. Summer office hours are subject to approval by the College but normally permit employees to take a half hour lunch break and leave work at 4:30 pm. Offices are expected to remain open until 5:00 p.m. and must be staffed by a representative of the office.

Employees will be scheduled to work such hours as are required by the job assignment. At peak times, it may be necessary to work more hours than originally agreed upon. These hours will be assigned by the direct supervisor. Lunch/meal breaks are required for all employees working more than 4 hours per day and are not considered "hours worked" for compensation or overtime

purposes. Full-time employees may not regularly work without a scheduled lunch break in order to modify their normal schedule.

### **Absenteeism and Tardiness**

All employees are normally expected to work the full amount of their scheduled assigned daily work shift. Employees are not required to punch in at a time clock, but are expected to observe normal working hours as indicated.

If for any reason you will be late or absent from work, it is your responsibility to notify your immediate supervisor before the workday begins. It is also your responsibility to accurately report any absences or tardiness on your weekly time card. Failure to report such instances in a manner deemed accurate by the College, or absences and/or tardiness which, in the College's opinion, is excessive, may result in discipline or discharge. Should the absence be for more than one day, the employee is expected to continue to apprise his/her supervisor of the situation.

### **Rest Breaks**

It is good for all employees to leave their work area during the day and take a break from their positions' tasks. Hope College recognizes this and allows a twenty-minute break during every 4-hours of work time. Unused breaks may not be used to modify the normal work schedule (arrive late or leave early). The College provides an extended lunch break for those employees engaged in an approved exercise program. The extra time may not exceed one-half hour and may be taken only with the approval of the supervisor. Many of the campus buildings have a designated coffee area.

### **Part-Time Employees**

The College employs many part time staff members on a "less than 40 hours per week basis". The College recognizes the many contributions of part-time staff and considers them to be an important part of our workforce. Part-time staff are subject to the same performance appraisal reviews as other employees and are expected to comply with all of the same rules of conduct.

Employees working more than 1000 hours but less than 1365 hours or a FTE of .5-.66 will be eligible for retirement benefits only. Employees working more than 1,365\* hours but less than 2080 hours or an FTE of .67-.99 will be eligible to receive all benefits. Vacation and holiday pay are earned on a prorated basis according to the normal hours worked. Medical insurance, life insurance, disability insurance, tuition waivers, and retirement benefits are provided on the same basis as full-time employees. Read the appropriate benefit section for full details.

\*Employees employed as part-time with an FTE of between .5-.66 prior to 01/01/05, will maintain benefit eligibility as long as they maintain the minimum .5 FTE in their current position. If an employee in this provision voluntarily changes positions / departments, the new .67 FTE provision will apply for them to remain benefit eligible.

The determination of 1,365 hour part-time status is made at the end of each benefit year and eligibility requires actual work of 1,365 or more hours during the past benefit year as well as the supervisor's determination of 1,365 + hours to be scheduled during the next benefit year.

Those employees working less than 1,000 hours per benefit year do not qualify for any of the College provided benefits other than those discounts or activity admissions due to the issuance of a staff I.D.

## **Change of Status**

It is very important that the Human Resources Office and your immediate supervisor be kept informed of your correct address and telephone number. It is also essential that the Human Resources Office be immediately notified when there is a change in your marital and dependency allowance status. This information is very important as it has a direct bearing on the health and life insurance program as well as withholding for income tax purposes.

## **Work Outside the College**

Work outside Hope College while employed as a regular full-time employee is discouraged but not prohibited. If additional work is performed, it must not detract from the performance of your regular duties at the College nor may it create a conflict of interest.

## **Performance Evaluations**

Every year at a time that the College deems practical, your performance will be reviewed by your supervisor. The purpose of this evaluation is to give you an idea of how your supervisor perceives your performance at the time and where improvement may be needed. The performance evaluation is not intended to "override" a job counseling statement or other disciplinary action.

You will be given an opportunity to discuss your performance evaluation with your supervisor and will be given a copy of the performance evaluation form.

## **Resignation**

Employees are to give, in writing, a minimum of 2 week's notice of their intent to terminate. Such notice will allow the immediate supervisor adequate time to seek a replacement or determine how the activities of the position will be handled.

When a supervisor receives notice of an impending resignation, he/she must immediately contact the Human Resources Office. This will ensure that all employee matters regarding payroll and benefits are properly handled.

An exit interview should be scheduled with the Human Resources Office during the final week of employment. All College property, including but not limited to, keys, library cards, Dow Center cards, identification cards, credit cards, office equipment must be returned at this meeting.

## **Layoff**

In the event of temporary layoff, the employee may maintain all coverages by paying the full premium costs.

## **Dispute Resolution Procedures**

Problems should be discussed first with the immediate supervisor. The second step to be taken, if no resolution has occurred, is to refer the matter to the next higher level of supervision. If dissatisfied with these results, the employee should present his/her problem in writing to the Human Resources Office and ask for a meeting with the Director of Human Resources. If there is still no employee satisfaction at this level, the Human Resources Office will take the employee's problem to the appropriate Vice President or the President for a final decision.

## **Involuntary Termination**

In addition to the situations previously described, an employee will be subject to discharge if his/her work or behavior is, in the College's sole judgment, unnecessary, unacceptable or unsatisfactory. Any severance pay is at the discretion of the College. Pay for vacation and wages earned to date of termination will be granted and added to the final paycheck.

There may be times when conditions at the College no longer require the continuation of a particular position. If this happens, an attempt will be made to find another suitable position for the employee. If no other suitable position is available, two weeks notice will be given. Pay for two weeks may be given in lieu of notice if the College prefers.

In case of termination or involuntary separation (discharge), or if there is a permanent reduction in our work force, insurance will be affected as follows:

- All medical and life insurance will continue until the last day of your employment. Extension is possible for medical insurance coverage only under group rates according to terms of the federally mandated COBRA rules. See the Human Resources Office for full details.
- Long term disability insurance will cease on the final day of active employment.

## **Exit Interview**

All employees leaving the employ of Hope College for any reason should schedule an exit interview with the Human Resources Office. The exit interview is normally held during the last week of employment. Insurance, retirement, and other arrangements for the final paycheck are made during this interview. All College property, including College identification and keys, must be returned by the last day of employment. If this is not possible, two options will be available. First, you may sign a consent form which allows the College to deduct the value (which shall be determined by the College) of the property from your paycheck to the extent the law allows. Or, you may sign a promissory note for this amount (or the balance of the amount which remains after your payroll deduction outlined in Option 1 has been made). The College reserves the right to take other lawful means (including filing a lawsuit) to recover the value of the property or the property itself, should neither option be taken, or should a balance remain after either option (or both) is/are taken.

## **Breaks in Service**

When an employee leaves his/her employment at the College but later is re-hired, prior years of service will be added to the employee's total years of service if the break in service is less than one (1) calendar year. Total years of service are important elements in the determination of rates for sick pay/vacation pay accumulation, service award qualification, and any other benefits with a longevity factor. Retirement program requirements for breaks in service will supersede any policy stated here.