



LANE
COLLEGE

EMPLOYMENT
HANDBOOK

545 LANE AVENUE | JACKSON, TN 38301
LANECOLLEGE.EDU

DR. LOGAN HAMPTON, PRESIDENT

LANE COLLEGE EMPLOYEE HANDBOOK



**545 Lane Avenue
Jackson, Tennessee 38301
731-426-7500
www.lanecollege.edu**

Lane College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts, Associate of Science, the Bachelor of Arts, and the Bachelor of Science Degrees. Questions about the accreditation of Lane College may be directed in writing to the Southern Association of Colleges of Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

*****NOTE:** The provisions on the pages of this Revised *Employee Handbook*, including any later approved revisions to individual pages, supersede all previous *Staff/Employee Handbooks*, provisions and/or practices, and are subject to change at the discretion of Lane College.

APPROVED BY THE LANE COLLEGE BOARD OF TRUSTEES ON OCTOBER 21, 2021

Significant Updates to the *Staff Handbook* now *Employee Handbook*

The first update is to the name of the document. The *Employee Handbook* has been updated to cater to all employees - faculty or staff with the exception to items that relate only to faculty.

Section 1 – Purpose, Accreditation & Collegial Structure

1. This section removed the rational portion of the purpose. No longer a practice.
2. Lane Accreditation statement has been updated to include the Associate of Arts and the Associate of Science Degree programs.
3. The Collegial structure as appointed by the President.

Section 2 – Employment at Will and Procedure – No Change

Section 3 – Equal Opportunity & Commitment to Diversity

1. Added a Diversity, Equity, and Inclusion.
2. Minor changes to harassment and complaint procedure.
3. Added Title IX statement.

Section 4 – Conflicts of Interest, Confidentiality and Conduct

1. Added Media Contact statement.
2. Added Employee privacy commitment.

Section 5 - Employment Categories and Record

1. Time Recordkeeping updates include new timekeeping process utilizing third party digital system in accordance with state and federal law updates.
2. Biweekly pay day change for all employees.
3. Holiday payday updated.
4. Thirty-day notice of resignation update.
5. Added contract information

Section 6 – Workplace Guidelines

1. Slight change to Drug and Alcohol-Free language to include other mood-altering enhancements.
2. Added Infectious Disease statement due to the recent pandemic.
3. Added Service or Comfort Animal statement.

Section 7 - Workplace Guidelines

1. Updated social media policy language.
2. Updated alcohol and drug use language for compliance requirements.

3. Updated disciplinary procedure to meet current practice.

Section 8 – Time Off and Leave of Absence.

1. Added Religious observances practice.
2. Added Juneteenth Federal holiday.

Section 9 – Benefits Programs

1. Cobra updates required by law and current vendor.
2. EAP statement added to include the advisement of Campus Counseling Office.
3. Coordination with the Family and Medical Leave Act.

TABLE OF CONTENTS

Section 1.0

<u>General Information</u>	<u>Page 8</u>
Mission	8
History	8
Purpose	14
Accreditation Statement	14
Collegial Structure	14

Section 2.0

<u>Employment at Will and Procedure</u>	<u>Page 15</u>
Employment at Will	15
Employment Procedure	15

Section 3.0

<u>Equal Opportunity and Commitment to Diversity</u>	<u>Page 16</u>
Equal Opportunity	16
Americans with Disabilities Act (ADA) and Reasonable Accommodation	17
Diversity, Equity, and Inclusion Commitment	17
Harassment and Complaint Procedure	18
Sexual Assault (Title IX)	19
Sexual Assault Complaint Process	24

Section 4.0

<u>Conflicts of Interest, Confidentiality, and Conduct</u>	<u>Page 24</u>
Conflicts of Interest	24
Employment of Relatives and Domestic Partners	25
Confidential Information	26
Media Contacts	26
Employee Privacy	26
Business Ethics and Conduct	27

Section 5.0

<u>Employment Categories and Records</u>	<u>Page 27</u>
Employment Classification	27
Introductory Period	28
Employment Reference Check	29
Personnel Data Change	29
Work Week and Hours of Work	30
Meal and Rest Breaks	30
Time Recordkeeping	30
Overtime	30
Deductions from Pay/Safe Harbor	31
Paychecks	31
Employment Contracts	32

Reappointment Contracts (Faculty)	32
Access to Personnel Files	32
Separation from Employment	32

Section 6.0

Workplace Safety **Page 33**

Drug-Free, Alcohol-Free, and Other Mood-Altering Chemicals in the Workplace	33
Smoke-Free Workplace	34
Workplace Violence Prevention	34
Commitment to Safety	35
Emergency Closings	36
Infectious Disease Outbreak	37
Service/Comfort Animals on Campus	37

Section 7.0

Workplace Guidelines **Page 37**

Work Schedules	37
Working Remotely	37
Business Travel	38
Vehicle Registration	39
Workplace Violence	39
Employee Conduct and Work Rules	40
Zero Tolerance Workplace	41
Attendance, Absences, and Tardiness	42
Timekeeping	43
Job Performance	44
Outside Employment	44
Dress and Grooming	44
Social Media Acceptable Use	45
Solicitation	47
Use of College Equipment and Vehicles	47
Computers, Internet, Email, and Other Resources	48
Return of College Property Policy	49
Drug Testing and Searches	50
Self-Reporting a Drug or Alcohol Problem	50
Disciplinary Procedure	51
Appeals and Grievance	52
Complaints and Issue Resolution	53

Section 8.0

Time Off and Leaves of Absence **Page 54**

Holidays	54
Religious Observances	55
Vacation	55

Sick Leave	56
Personal Days	57
Family and Medical Leave	57
Military Leave	61
Bereavement Leave	62
Jury Duty/Court Appearance	62
Time Off for Voting	62

Section 9.0

Employee Benefits Programs **Page 63**

Medical, Dental, and Vision Insurance	63
Cobra	64
Group Life Insurance	64
Supplemental Insurance	65
Retirement	65
Workers' Compensation	65
Employee Assistance Program	65
Educational Leave	66
Tuition Discount	66
Athletic and Cultural Events	66
Voluntary Medical Leave	66
Required Medical Leave	68

Section 10.0

Performance Evaluation and Suggestions **Page 69**

Performance	69
Suggestions Program	69

Employee Handbook Acknowledgment and Receipt **71**

Receipt of Harassment Policy **72**

From the President

Dear Colleagues:

On behalf of the Board of Trustees, faculty, and your colleagues, I welcome you to the Lane College family. You are now a part of an institution that is proud to continue its Mission of providing its students with a first-rate education. Another of our objectives is to provide a work environment that is conducive to both the personal growth and the professional development of every employee. We are very glad to have you join us, and we wish you every success!

This *Handbook* was developed to outline many of the College's policies, programs, and benefits. Hopefully, it can help answer many questions you may have about employment with the College. Keep this *Handbook* as your guide during your employment at Lane College. I also encourage you to consult with your supervisor and the Human Resources Manager regarding any questions or concerns you have now or in the future.

We believe that each employee contributes directly to Lane College's overarching educational Mission and to our growth and continued improvement. I hope that you will derive much satisfaction and personal fulfillment in knowing the important contribution that you make to the College's success.

I welcome you as part of our team at Lane College.

Sincerely,

**Logan C. Hampton
PRESIDENT**

1.0 - GENERAL INFORMATION

MISSION

With strong ties to the Christian Methodist Episcopal Church, the College's Mission is to develop the "whole student." Academic excellence is the institution's top priority, and it is achieved through a student-centered and nurturing approach to learning supported by excellent teaching, teaching-related research, and service. The College believes that one's intellectual capability coupled with social and spiritual growth is essential to the development of a well-rounded individual. In keeping with this Mission, the College offers creative and enriching academic programs to prepare students for their chosen careers; and encourages active student engagement to cultivate life-long learning.

HISTORY

In 1882, one of the nation's early black church denominations founded what has since evolved into Lane College. Now referred to as the Christian Methodist Episcopal (CME) Church, the organization was originally named the Colored Methodist Episcopal (CME) Church in America when it formed in 1870. Among its top priorities was the establishment of schools to educate the newly freed Negroes following the Civil War.

The enterprise of building a school in Tennessee was conceived as early as November 1878 at the CME denomination's Tennessee Annual Conference. The CME Church's first Bishop, William H. Miles, presided over the meeting, convened at the old Capers Chapel CME Church in Nashville. A pivotal moment of the Conference occurred when Reverend J.K. Daniels presented a resolution to establish a Tennessee school. Amid much applause, the resolution was adopted, and a committee was appointed to solicit means to purchase a site. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, Barry Smith, and J. K. Daniels constituted this committee.

Due to the great yellow fever epidemic of 1878, the committee's work was hindered. However, when Bishop Isaac Lane was appointed to preside over the Tennessee Conference in 1879, there was a turning point. He met with the committee, gave advice to help formulate plans for the founding of what would be called the CME High School, later named Lane College. For \$240, Bishop Lane purchased the first four acres of land to be used for the new school, located in the eastern part of Jackson, Tennessee.

On November 12, 1882, the CME High School began its first session under the guidance of its first principal and teacher, Miss Jennie E. Lane, daughter of Founder Isaac Lane. This first day of school marked the beginning of a powerful and ongoing commitment to the uplifting of people throughout the south, the nation, and the world.

Miss Lane went on to marry a CME minister, Nelson Caldwell Cleaves. In January 1883, Professor J.H. Harper of Jackson, took over her unexpired term. In the spring of that year, Bishop Lane recruited Harper's successor, Reverend Dr. Charles H. (C.H.) Phillips to serve as principal of the school with Phillips' wife to serve as teacher. Their tenure began in October 1883. Under Dr. Phillips, the first curriculum and the first catalog were developed. The school's

name was changed in 1884 to Lane Institute in acknowledgement of Bishop Lane's vigorous work in establishing the school, chartered under the laws of the State of Tennessee. These actions were significant in furthering the development of the school and gearing its curriculum towards preparing "preachers and teachers." Dr. Phillips resigned in the summer of 1885. Reverend T.J. Austin was his replacement, serving until 1887, the year of Lane Institute's first graduating class. The class consisted of five students including Nelson Caldwell Cleaves, a future Bishop of the CME Church and future chair of the Lane College Board of Trustees. The four other members of the inaugural graduating class were Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith.

In September 1887, Reverend T. F. Saunders, a member of the Memphis, Tennessee Conference of the Methodist Episcopal Church, South, was appointed the first President of Lane Institute, making numerous contributions to the school. It was during his presidency that the need for a college department was discerned. The college department was organized in 1896, and at that time, the Board of Trustees voted to change the name from Lane Institute to Lane College. The college department broadened the curriculum by its organization into the classical, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later elected a Bishop in the CME Church, was elected president. He held that position until 1907. During his tenure, the present administration building was erected. Dr. Bray was succeeded by Dr. James Franklin Lane, the son of the founder. Dr. Lane served for 37 years. During his administration, the College improved its educational facilities and its physical plant. The College attracted the attention of several philanthropic organizations such as the General Education Board of the Rosenwald Foundation and the Board of Missions of the Methodist Episcopal Church, South. These agencies and boards gave liberal contributions to the educational program of the College.

One of the few Negro schools to be approved by the Southern Association of Colleges and Secondary Schools (SACS), Lane College received a "B" rating from the regulatory agency in 1936, as well as partial accreditation, the only level given to Negro schools by SACS at that time. In December 1961, Lane College was admitted into full membership in the Southern Association of Colleges and Secondary Schools.

With the passing of President J.F. Lane on December 11, 1944, Reverend Peter Randolph Shy, who was later elected a Bishop of the CME Church, was elected as the acting president until Dr. D.S. Yarbrough was elected in 1945. Dr. Yarbrough served until 1948 when he was succeeded by Professor James H. White. Professor Richard H. Sewell, Dean of Instruction, was elected the acting president in 1950 and served until Reverend Dr. Chester Arthur Kirkendoll was elected president. Dr. Kirkendoll served for twenty (20) years until his election as a Bishop of the CME Church in May 1970.

During Dr. Kirkendoll's tenure, the College became fully accredited by the Southern Association of Colleges and Schools. Smith Hall, Graves Hall (formerly known as Jubilee Hall), Hamlett Hall, and the Student Union Building were erected.

Dr. Herman Stone Jr., who served as the Dean of the College for ten (10) years, was elected President in July 1970. During his presidency, Lane College's accreditation was reaffirmed twice by the Southern Association of Colleges and Schools. In addition, the J.F. Lane Health and Physical Education Building was added to the facilities of the College. After serving for sixteen (16) years as President, Dr. Stone retired in May 1986. He was succeeded by Dr. Alex A. Chambers who took office on June 1, 1986.

The College's accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools in 1991, under the leadership of Dr. Chambers. The College also received a grant from the United States Department of Interior as a part of the Historical Preservation Program to restore Cleaves Hall, Saunders Hall, J.K. Daniels Building, and the old President's Home to their original appearance. These buildings, in addition to the Bray Administration Building and the old Central Heating Plant, comprise the Lane College Historic District. This designation was given by the Department of the Interior in 1988. On March 18, 1992, after a short illness, Dr. Chambers passed away.

Dr. Arthur L. David, a 1960 graduate of Lane College, who was serving as Dean of the College, was appointed Interim President by the Board of Trustees. Dr. David served from March 1992, until his successor, Dr. Wesley Cornelious McClure, was named as the 9th President on August 20, 1992. Dr. McClure, a 1964 alumnus, assumed the position of President on September 1, 1992.

Under Dr. McClure's leadership, the College experienced significant growth in enrollment, financial stability, an increase in faculty strength, an expanded curriculum, strengthened management, a significantly improved physical plant, and a student-centered campus climate, including heightened student morale. In addition, construction of the Academic Center, which houses the Library/Learning Resource Center, an auditorium, several classrooms, seminar rooms, skills laboratories, and a telecommunications center resumed in 1996, and was completed in 1997. In February 1997, the \$5.2 million building was named the Chambers-McClure Academic Center (CMAC).

In April 1996, the College purchased the property formerly owned by the Budde & Weiss Manufacturing Company, a firm that designed and made church furniture. Budde Street, which is adjacent to the original properties, is named in its honor. The successor in title was Tennessee Dimensions, Inc. This purchase of 6.7 acres, plus the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Professor Essie Mae Atwater Perry, increased the size of the campus to approximately 25 acres.

An extensive campus beautification initiative was undertaken in 1998, which included a new football practice field; recreational center; the Archives that housed a computer student center, a bookstore, a communication and copy center, and a study lounge/café; a spiritual life center; the Health Services Center; and remodeling of the Heating Plant.

In 1997, the College began renovation of the Bray Administration Building. Built in 1905 and known as the "Crown Jewel" of the campus, Bray Hall received a complete interior overhaul, costing \$2.2 million. Funds for this project were acquired through the U.S. Department of

Education. The renovation was completed in July of 2000. Under Dr. McClure's leadership, the College's accreditation was reaffirmed in 2002, with commendations for library resources and information technology.

In September 2001, the Board of Trustees approved the administration's strategic plan to expand the College's curriculum, strengthen the quality of its faculty, and increase student enrollment. During the years between 2006 and 2009, the College executed some of the most aggressive expansions in enrollment and facilities in its history.

In 2001, 672 students were enrolled at Lane. In Fall 2009, student enrollment was 2,250, a 235 percent increase, of which the ratio of males to females was approximately 1:1. To accommodate planned and sustained growth in student enrollment, the College's administration established a strategic plan to meet the needs of the increased student population.

During the fall 2002, the College began to expand its campus acreage and, in the summer of 2003, began extensive renovations of *The Archives*, now known as the *Water Tower Place*. As a result of these renovations, on November 4, 2004, the Cyber Café opened with a ribbon-cutting ceremony. The facility is suited for meetings, coffee, or quiet study. During the evenings, the Café is also utilized by students for live entertainment and poetry readings.

In July 2005, the College acquired the FCC license to operate its own radio station, WLCD-FM. Lane is one of only two private colleges or universities in West Tennessee with its own full-time radio station.

Between March and December 2006, the College acquired an off-campus residence hall named *Eastbrooke*, with a capacity for 76 occupants; renovated *P.R. Shy Hall* (formerly named *Meeting Hall and Production Center*), the home of WLCD; secured through a gift from the City of Jackson the 3,500-seat (another document indicates 2,500-seat) Rothrock Stadium located on the west side of Hays Avenue between Lexington and College streets, now *Lane Field*, the home of the Lane College Dragons football team; purchased a telecommunications system to alert students, faculty, and staff of any emergency; and bought the historic St. Paul CME Church building located on the College's eastern boundary. This building has been renamed *The Lighthouse*.

In the summer of 2007, the College completed construction of two new residence halls: *The Edens* and *The Orchards*, each with a capacity of 86 students; and a new dining facility, *Phillips Hall*, which as the result of a 2009 expansion, now seats 800 students.

Beginning in summer 2008 and continuing through 2009, the College completed the construction of three (3) residence halls (*Alumni*, *Harper*, and *Jennie E. Lane*) and a 42,000 square foot Science and Business Building. *Alumni Hall* accommodates 86 students and *Harper Hall* and *Jennie E. Lane Hall* each accommodates 129 students.

A major facelift along the heart of the College during the summer of 2010, particularly the three-block area proceeding easterly on Lane Avenue from the railroad tracks to Middleton Street, heightened the aesthetic appeal of the campus. The project included the installation of decorative

streetlights and crosswalks, street resurfacing, sidewalk replacements, landscaping beautification, and the installation of brick overlays in front of *Cleaves Hall*.

Also, during the summer of 2010, the College completed construction of a pedestrian underpass that connects *Harper Hall*, a men's residence hall, with the North campus by creating a walkway under the West Tennessee Railroad.

In October 2010, the College completed construction of the new *Berry Hall*, replacing the former building that was moved to campus over 65 years ago. This building, now called the *Berry Hall Teaching Learning Center* is the facility where teacher education courses are taught, and education faculty offices are located. Additionally, the *Teaching Learning Center* houses a resource area in which materials are available to enhance instruction.

The year 2012 was marked by enormous growth, but also the upholding of its Mission to serve the disadvantaged. Community health initiatives promoting HIV/AIDS awareness and prevention of such diseases as diabetes and hypertension have been implemented in the College's Wellness Program since 2006.

In July 2013, the College acquired the former Baptist Student Union Building located on Middleton Street from the Tennessee Baptist Missionary and Education (TBM&E) Convention. It is utilized as office space for faculty and staff.

Dr. McClure passed away after a short illness in December 2013 after leading the College for twenty-one years.

Dr. Logan Hampton was named the 10th President of Lane College by the Board of Trustees on June 12, 2014. He assumed this role with a commitment to advance the mission of the College. Under his leadership, Dr. Hampton has launched transformative initiatives to lead the campus in expanding online course offerings, receiving approval from SACSCOC to offer associate degrees and online instruction for the Bachelor of Arts in Religion, strengthening the College's brand and Christian ethos, establishing a more conventional student residential community with a robust first-year experience program, and improving the arts, recreation, and athletic facilities. Giving to the College has increased significantly and steadily since Dr. Hampton's arrival at Lane.

One of Dr. Hampton's marquee initiatives is the *Power of Potential® (POP) Scholars Program* launched in 2015. Built on the premise that preparing students for lives of meaningful work has always been a central purpose of the College, the Program is designed to develop and enhance skills necessary to prepare each scholar to be an expert learner and assume leadership roles on campus and beyond. The program, led by two Scholar Leaders, is managed *by* students *for* students. Together, cohorts of students join a community of scholars aimed at attracting and supporting talented students.

In 2017, President Hampton led the campus to develop five strategic themes. Since its founding, the College has transformed lives, liberated minds and souls, and celebrated excellence in Christ as the institution has helped each student to achieve and realize the Power of Potential®.

Under the leadership of President Hampton, the College was designated a veteran-friendly campus. The College continued the improvement of existing facilities with the renovation of the aquatic center and gym floor in the *J.F. Lane Building* and bathroom areas in *Cleaves*, *Hamlett*, *Graves*, and *Smith* Halls. In addition, computer laboratories were added to each of these residential facilities and the windows were replaced in *Cleaves* Hall. During the 2018-19 year, the College completed the renovation of the *Kirkendoll Student Union Building* to include state-of-the-art conference facilities, meeting rooms, and student lounge areas. Lane Institute, First-Year Experience, and Second-Year Experience are housed on the lower level of the facility. In this same year, the Lady Dragons made history as the 2019 SIAC Women's Basketball Champions.

During the 2018-19 academic year, the College also was successful in submitting its Fifth-Year Interim Report to SACSCOC. The Report, along with the QEP Impact Report, was accepted without any follow-up reports required.

Dr. Hampton also sought to expand community support and involvement. Through a partnership with the Jackson-Madison County School System, the College was granted a lease of the music area at the former Jackson-Central Merry High School campus.

President Hampton has dedicated significant time and energy to igniting creativity and full participation within the campus community. This cross-institutional approach has contributed to an increase in successful grant making; the creation of the Student Textbook Exchange Program (STEP), a collaboration of Academic Affairs, Student Affairs, and Auxiliary Services that provides each student with course materials; and, in 2019, broadened the pathway for students through enhanced interactions between the College and a top research university.

In Spring 2020, the College was gifted the former Lincoln Elementary School property by the City of Jackson. This property houses faculty offices and practice areas for the Concert Choir and the cheerleading program.

Due to the global COVID-19 pandemic, higher education has experienced a transformational period and Lane College was no exception to the trends, both long- and short-term. Since the sudden pivot to online and hybrid instruction in March 2020 and continuing through the Spring 2021 semester, the College remained committed to supporting the well-being of its students and the need for both flexibility and compassion during the COVID-19 pandemic.

Through this difficult season, President Hampton used this global pandemic as an opportunity to welcome creative ways to pursue a path forward and cultivate an environment of incremental improvement and innovation. In so doing, Dr. Hampton broadened the College's national reach, raised the profile of the campus, and promoted collaboration across academic disciplines and administrative units as he guided the College through a period of significant financial challenges.

In June 2020, U.S. Senator Lamar Alexander (R-TN) invited Dr. Hampton to testify on behalf of the HBCU community, in particular, and the greater higher education community, in general. During his testimony, Dr. Hampton asked for \$1 billion in support for HBCUs, the doubling of the Pell grant, and relief from the HBCU Capital Financing Program. Thus, in December 2020,

the passage of the coronavirus stimulus legislation included \$1.7 billion appropriated for HBCUs, increases in both the amount of the Pell grants and the number of eligible students; and forgiveness of the \$1.3 billion in loans secured through the HBCU Capital Financing Program for several institutions.

From its humble beginnings, Lane College has been a source of inspiration for countless numbers of youth and adults throughout this nation. Today, it stands as a symbol of Christian education for persons of all faiths, creeds, colors, and nationalities.

PURPOSE

The purpose of this *Employee Handbook* is to explain the College's general employment policies, leave provisions, and benefit programs for staff. It is designed to provide guidance on the College's overall operations. While it in no way represents an employment contract, it does serve as a vehicle to communicate general guidelines and work rules under which you are employed. The College reserves the right to amend, eliminate, and modify these policies from time to time at its discretion, without prior notice and. provide guidance on the College's overall philosophy, operations and benefits.

ACCREDITATION

Lane College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts, the Associate of Science, the Bachelor of Arts, and the Bachelor of Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Lane College.

COLLEGIAL STRUCTURE

- Lane College is governed by its Board of Trustees, which is the legally constituted body that has complete authority for the operation and management of the College. The Board sets broad policies for the operation and control of the College. It selects the President who is the chief executive officer of the College and, upon his/her recommendations, appoints other members of the administration, staff, and faculty.

The Executive Committee of the Board of Trustees, which has authority to act for the Board as required, meets at least once each quarter. The President is also the chief administrative officer of the College. As such, she/he is responsible to the Board for the implementation of policies and programs it has adopted. The President stimulates and coordinates the formulation of internal operational policies and is responsible for the general supervision and coordination of the work of all phases of the College's operation. This officer is the official medium of communication between the Board and the faculty, staff, and students.

- The major administrative unit heads of the College are appointed by the President. The positions which generally report to the President directly are the Executive Vice President, Chief of Staff, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Administration, the Vice President for Institutional Advancement, the Chief Financial Officer/Controller, the Director of Enrollment Management, the Human Resources Manager, and the Athletic Director.

2.0 - EMPLOYMENT AT WILL AND PROCEDURE

EMPLOYMENT AT WILL

Employment at Lane College is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President.

This means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no College representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience. In most cases, employment is for the current academic or fiscal year. Salaried employees will receive an employment contract that will state their salary and term of the contract. Contracts will be accepted and signed by the President and the employee, and the original kept in the office of the President and a copy sent to Human Resources.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Lane College employees have the right to engage in or refrain from such activities.

Employment Procedure

The Department of Human Resources and the Supervisor seeking to fill a job vacancy work jointly on recruiting and hiring staff and in using the service of the human resources offices in finding, screening, and selecting candidates.

Lane College is committed to:

- Affirmative action as an integral part of the process of recruitment, selection, placement, transfer, and promotion

- Promotion from within whenever possible
- Full and timely consideration of all candidates

Posting. Open positions are posted on the College's website and other approved job posting boards.

Internal Transfer or Promotion. Lane College assists employees in attaining personal career goals by giving qualified, interested employees an opportunity for transfer or promotion. Employees should watch for open positions and apply at www.lanecollege.edu. All candidates will be carefully considered. Employees that are within their (6) month probationary period are not eligible for a transfer without a satisfactory evaluation.

Employee referrals. Employees are encouraged to refer qualified people to Lane College for employment.

Applications and resumes. An interested applicant applies submitting their application and uploading his or her resume online @ www.lanecollege.edu. The hiring manager will review applications and selects applicants to be interviewed. Applicants may then be interviewed by the hiring manager or by an interview team. Once a decision is made, the applicant is recommended to the President for approval. No one is considered hired without approval from the President.

Lane College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment. If the person has been hired, such misrepresentations, falsifications or omissions may result in disciplinary actions, up to and including the termination of employment.

Good faith search. An effort is made in good faith to include among the applicants' members of groups underrepresented in the College's workforce. Searches are conducted in compliance with the equal employment opportunity laws of the United States and the affirmative action plan of the College.

3.0 - EQUAL OPPORTUNITY, DIVERSITY, EQUITY AND INCLUSION

EQUAL OPPORTUNITY

Lane College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Lane College expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The College will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

To ensure equal employment opportunities to qualified individuals with a disability, Lane College will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

DIVERSITY, EQUITY, AND INCLUSION COMMITMENT

Lane College is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of our culture.

The College embraces and encourages its employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin,

physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Lane College diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Lane College have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other College-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to termination of employment.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this diversity policy and initiatives should seek assistance from a supervisor or the HR department.

HARASSMENT AND COMPLAINT PROCEDURE

Employment discrimination and harassment are violations of Title VII and IX of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Lane College's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Lane College's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Lane College will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or

otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention is paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Sexual Assault (Title IX)

Lane College is committed to maintaining an academic environment free from any form of sexual misconduct or sexual assault. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Nothing an individual does, says or wears give another individual the right to assault someone. Sexual assault is a crime and will be dealt with accordingly.

Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. An individual is unable to give informed consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also the term used to define any unwanted touching of an intimate part of another person.

Definition of Sexual Assault

Sexual assault, including rape, occurs when a person is forced or coerced physically, verbally or by deception into any type of sexual conduct or contact with another person whether the assailant is a friend, acquaintance, or stranger. Sexual offenses, as defined in the Tennessee Code Annotated, Title 39, Chapter 13, Part 5, includes aggravated rape, rape, aggravated sexual battery, sexual battery, and statutory rape.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

- Having sexual relations against the victim's will and without the victim's consent.
- Having sexual relations with someone who is drunk or high and therefore unable to give consent.
- Using physical force or threats of physical force to coerce the victim into sexual relations.
- Using emotional manipulation and/or threats to coerce the victim into sexual relations.

All employees should take special note that, as stated above, retaliation against an individual who has complained about workplace or sexual harassment, sexual assault, and retaliation against individuals for cooperating with an investigation of is unlawful and will not be tolerated at **Lane College**. If you or someone you know feels that they have been harassed, he/she should contact their supervisor, Human Resources, or the Title IX or Deputy Title IV coordinator immediately.

Filing a Complaint. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

- **Workplace Harrassment Contacts**
 - **Human Resources – Bray Hall, 103**
 - **Supervisor**
 - **Other trusted College professional**
- **Sexual Harassment or Assault Contact**
 - **Title IV Coordinator – Bray Hall, 307 or**

- **Assigned Deputy Title IX Coordinator**
- **Human Resources**

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and confidentially.

If the investigation confirms conduct contrary to this policy has occurred, **Lane College** will take immediate, appropriate, corrective action, including discipline and, if warranted, immediate termination.

1. Non-Retaliation

- Reprisals against an individual who in good faith reports or provides information in an investigation about behavior that may violate Lane College's anti-harassment policy are against the law and will not be tolerated.
- Retaliation is a serious violation of the College's anti-harassment policy and if any retaliatory action is suspected, it should be reported immediately. Any person found to have retaliated against another employee for reporting illegal harassment will be subject to disciplinary action, up to and including termination. Intentionally providing false information is also grounds for discipline, up to and including termination.

2. Confidentiality

- The College recognizes that confidentiality is important. Those College representatives responsible to implement this policy will respect the confidentiality and privacy of individuals reporting or accused of harassment to the extent reasonably possible.
- Examples of situations where confidentiality will not be able to be maintained include circumstances when the College is required by law to disclose information (such as in response to legal process) and when disclosure is required by the College's outweighing interest in protecting the rights of others.

3. Procedural Matters

- (a) Investigations — If significant facts are contested, an investigation may be undertaken by the College. The investigation will be conducted in a way that respects, to the extent possible, the privacy of all persons involved. The results of the investigation may be used in any grievance and disciplinary action(s).
- (b) Record keeping— The Human Resources Office will track reports of harassment for statistical purposes and report to the College President regarding their number, nature, and disposition.

The Human Resources Office may also keep confidential records of reports of harassment and the actions taken in response to those reports and use them to identify individuals or departments likely to benefit from training so that training priorities can be established.

4. Complaint Process

- The following complaint process is intended to provide a fair, prompt, and reliable determination about whether the College's harassment policy has been violated. It is available to anyone who, at the time of the alleged harassment, was employed by the College. No College employee is exempt from the jurisdiction of this policy. All employees are encouraged to consult with Human Resources to determine the options and resources that are available to them.
- In determining whether an alleged incident constitutes illegal harassment, those entrusted with administering this policy will consider the totality of the circumstances, including the nature of the alleged harassment and the context in which the alleged incident(s) occurred.

5. A Notification of Appropriate College Representatives

- Individuals who believe they have been subjected to sexual or any other illegal harassment should report the incident to the Human Resources Office or the Title IV Coordinator.
- An individual may also choose to report the complaint of illegal harassment to his/her supervisor. If the supervisor successfully resolves the complaint in an informal manner to the complainant's satisfaction, the supervisor should file a confidential report to the Human Resources Manager about the complaint and resolution so that the College will be aware of any pattern of harassment and will also be aware of all complaints of harassment on a College-wide basis. If the supervisor does not successfully resolve the complaint informally, a written report must be made immediately to the Human Resources Manager. Supervisors are strongly encouraged to consult personnel to seek guidance/clarification before taking any action to informally resolve harassment problems.

6. Misconduct

- An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of harassment.
- Verbal reports of harassment must be documented in writing by either the complainant or the individual(s) designated to receive complaints and must be signed by the complainant. Individuals who believe that they have been or are currently being harassed should maintain a record of objectionable conduct.
- While Lane College encourages individuals to keep written notes in order to accurately record offensive conduct or behavior, the College hereby notifies employees that, in the event a lawsuit develops from the reported

incident, the complainant's written notes might not be considered privileged or confidential information.

7. Recommended Timeframe for Reporting

- Lane College encourages prompt reporting of complaints so that a prompt response may be made, and appropriate action taken. This not only aids the complainant, but also helps the College to maintain an environment free from discrimination for all employees.
- Employees should also be aware of the time limits imposed by local, state, and national governmental agencies for the filing of complaints of harassment or discrimination.

8. Investigating the Complaint

- Any allegation of harassment will be promptly, thoroughly, and discreetly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
- Complaints will be investigated by the designated representatives from Human Resources and the supervisor if the supervisor was the recipient of the complainant's report.
- In addition, the Human Resources Manager and the Department Head may be included in a committee formed for reviewing and supervising the investigation and its outcome. These individuals will comprise the Complaint Review Committee for this complaint.

9. Resolving the Complaint

- Once the investigation by the Complaint Review Committee is complete, its findings and intended actions will be communicated to the complainant and to the alleged harasser as expeditiously as possible.
- If the investigation yields a result that indicates that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures, up to and including termination.
- If the investigation yields a result that does not substantiate harassment, this finding will be communicated to the complainant, and to the accused harasser, if he or she had been informed of the process.
- If the investigation yields results that cannot determine whether or not the alleged harassment occurred, this finding will be communicated to the complainant and the alleged harasser, and the matter will be recorded as unresolved.
- Both the complainant and the alleged harasser will be informed again of the procedures set forth in this harassment policy, including the appeal process contained below.
- In the event that no resolution satisfactory to both parties can be reached based on the initial investigation, the matter shall be referred to the Human Resources Department Director of Personnel.

Sexual Assault Compliant Process

Reports of acts of sexual misconduct must be reported to the Title IX Coordinator or Deputy Title IX Coordinator. Lane College will take immediate and appropriate steps to investigate the incident and to resolve the matter promptly and equitably.

1. Lane College will not share information with law enforcement without the expressed consent of the complainant or unless the complainant has also reported the incident to the local law enforcement agency.
2. Before a complainant reveals any information to an employee of the College, the employee must ensure that the complainant understands the reporting obligations of the employee.
3. If the complainant wishes to maintain confidentiality, the employee must direct the complainant to a licensed counselor who is required to maintain confidentiality as required by law.
4. If the complainant wants to share with an employee, information regarding the incident but also maintain confidentiality, the employee must advise the complainant that the College will consider the request, but cannot guarantee that it will be able to honor the request. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.
5. In addition to all other employees on the campus, an institutional complainant can be filed directly with the following:

Sherrill Berry Scott
Title IX Coordinator
Bray Hall, Room 304
731.426.7522

sbscott@lanecollege.edu

or

Darryl K. McGee
Deputy Title IX Coordinator
Water Tower Place
731.425.2550

dmcgee@lanecollege.edu

4.0 - CONFLICTS OF INTEREST, CONFIDENTIALITY, AND ETHICS

CONFLICTS OF INTEREST

Lane College expects all employees to conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Lane College recognizes and respects the individual employee's right to

engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the College.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Lane College.
2. Carrying on College business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the College makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which the College buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside College or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the College.
7. Participating in civic or professional College activities in a manner that divulges confidential College information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the College or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of College business.

EMPLOYMENT OF RELATIVES AND DOMESTIC RELATIONSHIPS

Relatives and domestic partners may be hired by the College if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, grandchildren, or grandparents. A "domestic relationship" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic relationship will be permitted to continue employment with the College provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the College will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the College.

CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and success of Lane College. Confidential information is any and all information disclosed to or known by you because of employment with the College that is not generally known to people outside the College about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

MEDIA CONTACTS

All inquiries from the media must be referred to the Chief of Staff in the Office of the President.

EMPLOYEE PRIVACY

It is the **Lane College** goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the College and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on College premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Privacy – Social Security Numbers

Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

Purpose. This policy and procedure explain Lane College's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is Lane College's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., IRS Form W-4), for new-hire reporting, or for purposes of enrollment in the Lane College employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined up to and including discharge. The College will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

BUSINESS ETHICS AND CONDUCT

- The successful business operation and reputation of Lane College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires the careful observance of the spirit and letter of all applicable laws and regulations by all employees, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- The continued success of Lane College is dependent upon customers' trust, and the College is dedicated to preserving that trust. Employees owe a duty to Lane College, its customers, and stakeholders to act in a way that will merit the continued trust and confidence of the public.

Lane College complies with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal or unethical conduct.

- In general, the use of good judgment, based on high ethical principles, will guide you with respect to determining acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and/or with Human Resources without fear of reprisal.

Compliance with this policy of ethical business conduct is the responsibility of every Lane College employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

5.0 - EMPLOYMENT CATEGORIES AND RECORDS

EMPLOYMENT CLASSIFICATION

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Lane College classifies its employees as shown below. Lane College may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of thirty (30) hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the College and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the College's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

INTRODUCTORY PERIOD

- The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Lane College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Lane College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.
- All new and rehired employees work on an introductory basis for the first six months after their date of hire. Any absence will automatically extend an introductory period by the length of the absence. If Lane College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

- Employees who are promoted or transferred within Lane College must complete a secondary introductory period of the same length with each reassignment to a new position.
- In these cases, an employee who, in the judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may or may not be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions, Lane College's needs, and management's discretion.
- Upon satisfactory completion of the initial introductory period, employees can enter the "regular" employment classification or other employment classification as defined in this *Handbook*.
- During the initial introductory period, new or rehired employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security.
- After becoming regular employees, these employees may also be eligible for other Lane College-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.
- Benefit eligibility and employment status are not changed during any secondary introductory period resulting from a promotion or transfer within Lane College.

EMPLOYMENT REFERENCE CHECK

- To ensure that individuals who join Lane College are well qualified and have a strong potential to be productive and successful, it is the policy of Lane College to check the employment references of all applicants.
- From time to time, employees may need to have their employment at the College verified for a third party such as a financial institution, court, or the Social Security Administration. In some instances, a background check may also be conducted. The Personnel Office will only release the following information about employees: dates of employment, wage rates, and position(s) held. No additional employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.
- It is College policy not to give employment information over the telephone. All requests for verification of employment must be made in writing.

PERSONNEL DATA CHANGE

- The employment management system maintains a confidential master record of every employee. Maintaining these files with up-to-date information is very

important for such purposes as insurance claims, continuation of insurance, tax withholding statements, and providing the means to reach employees and/or their families in emergency situations.

- Accordingly, it is the responsibility of each employee to promptly update his/her data in the Employment Management System and provide any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, direct deposit, tax information, educational accomplishments, and other such information, should be updated, so that the College's records can be complete and accurate at all times.

WORK WEEK AND HOURS OF WORK

The standard workweek is from Tuesday 12:00 a.m. until Monday 11:59 p.m. and generally consists of forty (40) work hours. Office hours are 8:00 a.m. to 5:00 p.m., with a one (1) hour lunch break. Individual work schedules may vary depending on the needs of each department.

MEAL AND REST BREAKS

Each employee scheduled to work at least six (6) consecutive hours is entitled to two (2) 15-minute rest periods each workday. Meal breaks will be scheduled by the department supervisor or manager.

TIME RECORDKEEPING

Lane College employees are required to record attendance daily by using the College's time-keeping system. All-time records are official records, and care must be exercised in recording the hours worked, overtime hours, and lunch breaks. All non-exempt employees are required to record start and end time, including lunch breaks. All exempt employees are required to record start time.

All employees are required to review their time before each pay period for accuracy. Each employee is responsible for his/her own recordkeeping. An employee's supervisor must approve all overtime. Employees with overtime that do not have prior approval may be subject to disciplinary action. Any employee who falsifies time or reports time for other employees will be subject to disciplinary action, up to and including termination to all parties involved.

All timekeeping records are kept and approved through the Employee Management System.

OVERTIME

When required due to the needs of the College, an employee may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, , bereavement

time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

DEDUCTIONS FROM PAY/SAFE HARBOR EXEMPT EMPLOYEES

The College does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the College or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the College will reimburse the employee for the improper deduction.

PAYCHECKS

Lane College pays all employees bi-weekly. Employees will be paid through direct deposit to their banking institution. An employee may have up to five accounts for direct deposit. Employees are responsible for entering their banking information into the employee management system. Employees can elect to enroll in the payroll paycheck program if they do not have their own banking institution. Failure to enroll in direct deposit will result in having a paper check charge for each check until the employee enrolls. New employees will have up to ten (10) business days after their date of hire to complete payroll deposit information. New employees may receive a paper check until direct deposit information is updated. In that event, a paper check will be available for pickup at the Cashier's Office on payday.

Employment Contracts

All employees of the faculty and staff, whether salaried or hourly, will receive a 12-month, 11-month, 10-month, 9-month, or an academic semester contract. Contracts will be issued annually, prior to the beginning of the College's fiscal year.

Faculty member may choose to be paid over the course of 9 or 12 months.

Re-Appointment/Contracts (Faculty)

Recommendations for faculty re-appointments are made, in writing, by the Division Chairperson to the Vice President for Academic Affairs on or before March 1 of each year. By March 15 of each year, the Vice President for Academic Affairs shall submit, in writing, his/her recommendations for reappointment to the President. Re-appointment contracts shall be issued electronically by the President after the Post-School Conference.

All employees have two weeks after issue date to electronically sign the contract or the contract may be considered null and void and/or the presumption arises that the employee has resigned his/her position.

Lane College's pay period for all employees is biweekly. If the payday falls on a federal holiday, Saturday or Sunday, employees will receive their paychecks on the following workday. Paychecks are directly deposited into checking and/or savings accounts. Up to five accounts are allowed for direct deposit.

ACCESS TO PERSONNEL FILES

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees must provide a written notice to their supervisors at least thirty (30) working days in advance. The 30 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 30-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. Employees who give Lane College less than a 30-day notice of intent to terminate, have breached the employment agreement and shall forfeit and waive the right to the contract payment agreement. The employee will release and discharge Lane College of any claims for compensation, employment benefits or other like items received as a result of employment with the institution.

In most cases, the Supervisors will conduct an exit meeting on or before the last day of employment to collect all College property and refer the employee to HR to discuss final pay and benefits termination. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the College.

6.0 - WORKPLACE SAFETY

DRUG-FREE, ALCOHOL-FREE, AND OTHER MOOD-ALTERING CHEMICALS IN THE WORKPLACE

It is the policy of Lane College to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the College.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on College or client premises or while performing services for the college is strictly prohibited. Lane College also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the College prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the college's reputation in the community.

Pre-employment: All prospective employees who receive a conditional offer of employment will undergo a criminal background check. Certain prospective employees, depending on their job description, will also be required to undergo a drug screening.

Employees may be required to submit to drug screenings at any time for cause or at random. The definitions of "for cause" and "at random" are below:

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

At Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

SMOKE-FREE WORKPLACE

Smoking is not allowed on campus or work areas at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. This policy applies equally to all employees, customers, and/or visitors.

WORKPLACE VIOLENCE PREVENTION

Lane College is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at College-sponsored functions.

- To provide for the safety and security of employees and the facilities at Lane College, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.
- If an unauthorized individual is observed on Lane College's premises, employees should immediately notify Safety and Security.

All Lane College employees bear the responsibility of keeping the work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform the Office of Safety and Security at 731-426-7531. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the College, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Lane College adheres to zero tolerance policy regarding possession of weapons within 100 feet of the campus. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The College reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on College property.

In addition, Lane College may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all College property and other items that are in violation of College rules and policies.

The College employs the LiveSafe Application to assist in providing a safe and secure environment. The App can be downloaded by all students, faculty, and staff. LiveSafe is a mobile safety communications platform that facilitates discreet and risk-free bystander intervention by faculty, staff, and students through information sharing with campus safety officials.

To get the LiveSafe app:

1. Download "LiveSafe" from the App Store or Google Play (Be sure to enable location services and push notifications when prompted.)
2. Sign up using your mobile phone number. Fill out your profile and verify your account.
3. Search for "Lane College" to connect with the College. Add your Lane College email address to your profile (Left Menu > Settings > Profile).

COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is most important to the Lane College Community. All employees will be issued a picture identification card upon hire. Upon termination of employment, the ID card should be turned in to the supervisor.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying the Office of Safety and Security when any health or safety issues are present. All employees are encouraged to partner with LiveSafe to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 7531 internally or 731-426-7531 outside line.

In addition, LiveSafe provides information provides guidance to community members in the event of an occurrence of any of the following:

1. Reporting an Emergency;
2. Rules of Personal Safety;
3. Active Assailant/Crime in Progress;
4. Bomb Threat;
5. Earthquake;
6. Medical Emergency;
7. Tornado;
8. Hazardous Materials;
9. Utilities Failure or Outage;
10. Shelter-in-Place;

11. Evacuation;
12. Fire;
13. Flooding;
14. Winter Weather;
15. Sexual Assault Policy; and
16. Missing Student Notification Policy and Procedures.

EMERGENCY CLOSINGS

Lane College will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the College is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If an employee leaves earlier than the official closing time, the employee will be paid only for actual hours worked, or the employee can take Personal Leave or Vacation Leave. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

It is the policy of the College to issue warnings to the College community to advise members of criminal acts or other emergency occurrences on campus or in the immediate vicinity to help prevent similar incidents. The Director of Safety and Security will contact the President of the College or the Vice President for Administration to determine the need to issue alerts. Every attempt possible will be made to issue warnings within timeframes that would permit members of the Lane College community to take actions that would minimize the likelihood of them being victimized by the risks known to the College.

For emergencies, dangerous situations or campus closings, the College has several means of mass notification to faculty, staff, and students. These include:

- e2Campus text messaging system, which can deliver SMS messages to mobile phones and email addresses;
- e2Campus voice messaging system which delivers voice messages to the contact number provided at the time of registration;
- e2Campus Mass email to the College e-mail domain;
- Displaying information on the College's webpage;
- Displaying information on the College's digital signage;
- Flyers posted throughout the campus;
- Notices posted on bulletin boards;
- Campus email;
- Campus mailboxes; and
- Social media platforms.

INFECTIOUS DISEASE OUTBREAK

Lane College is committed to protect the health, safety, and well-being of our community in the event of an infectious disease outbreak. The College will communicate the procedures pursuant to federal and state guidelines.

Unless otherwise notified, our normal attendance and leave policies will remain in place.

SERVICE OR COMFORT ANIMALS ON CAMPUS

To maintain an environment that shows respect and courtesy for the entire community, Lane College prohibits employers from bringing animals on campus for pleasure or companionship, with the exception of service animals for a disabled person.

Service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

An employee with such disability that may need a service animal at work must make a request to human resources. Medical documentation may be requested to determine if allowing the service animal in the workplace may be a reasonable accommodation that does not result in undue hardship.

7.0 - WORKPLACE GUIDELINES

WORK SCHEDULES

Work schedules for employees vary throughout the College. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

WORKING REMOTELY

Lane College offers a flex-remote work option. If such option is requested, consideration will be given on a case-by-case basis and need basis.

Lane College considers virtual employment to be a viable, flexible work option arranged between the employee and their supervisor. Working virtually may be appropriate for some employees and jobs but not for others. Working from home is not an entitlement, it is not a College benefit, and it in no way changes the terms and conditions of the employee contract with Lane.

Equipment

On a case-by-case basis, supervisors will determine the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each virtual arrangement. Equipment supplied by the College will be maintained by the College. Equipment supplied by the employee, will be maintained by the employee. Lane College accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the College is to be used for business purposes. The equipment assigned to the employee should have a Lane College inventory tag. The employee will agree to take appropriate action to protect the items from damage or theft.

Upon the termination of the virtual agreement or of employment, all College property will be returned to the College, unless other arrangements have been made.

Ad Hoc Arrangements:

Temporary virtual arrangements may be approved for other circumstances outside of State mandates of shelter in place, such as inclement weather, special projects or family or medical leave. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Employee Expense

All remote work expenditures are subject to the supervisor's prior approval.

BUSINESS TRAVEL

Lane College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the department head.

1. Employees whose travel plans have been approved are responsible for making all travel arrangements.
2. When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Lane College. Employees are expected to limit expenses to reasonable amounts as determined by supervision.
3. Expenses that generally can be reimbursed include, but are not limited to the following:
 - a) Airfare or train fare for travel in coach or economy class or the lowest available fare.
 - b) Fares or shuttle or airport bus service, where available.
 - c) Cost of public transportation for other ground travel.
 - d) Mileage costs for use of personal cars, only when less expensive transportation is not available.
 - e) Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.

- f) Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- g) Charges for telephone calls, fax, and similar services required for business purposes.
- h) Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor and/or The Office of Administration. Vehicles owned, leased, or rented by Lane College may not be used for personal use without prior approval.
- i) Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit an approved requisition to the Manager when travel advances are needed. When travel is completed, employees should submit completed travel expense reports within 10 days. Receipts for all expenses except for meals should accompany reports. Meals are paid based on the per diem rates established by the Controller's Office. Amounts in excess of the per diem rate will not be reimbursed. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

VEHICLE REGISTRATION

1. All employees operating a motor vehicle on the campus are required to register their vehicle and purchase a parking decal at the beginning of each academic year, and/or when employment begins. Staff members are required to park in designated areas in campus parking lots. Motor vehicles that violate the parking and/or decal policy of the College will subject the owners to fines and may be towed at the owner's expense.
2. All employees are expected also to obey all traffic signs (speed, parking, etc.) and driving requirements when operating a vehicle on campus.

WORKPLACE VIOLENCE

- All employees, including supervisors and temporary employees, shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Lane College without proper authorization.
- Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by federal, state, or local law.

- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, safety and security or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.
- All suspicious individuals or activities should also be reported as soon as possible to a supervisor or Security. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, alert Security. Do not try to intervene.
- Lane College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is possible and practical. In order to maintain workplace safety and the integrity of its investigation, Lane College may suspend employees, either with or without pay, pending investigation.
- Anyone responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
- Lane College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or Human Resources before the situation escalates. Lane College is eager to assist in the resolution of employee disputes. Employees can raise concerns or make reports without fear of reprisal.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Lane College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the College.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Knowingly furnishing false information to the College;
- Theft or inappropriate removal or possession of property;
- Forgery, alteration, or unauthorized use of College documents, records, or identification materials;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Failure to comply with the lawful directions of College official where such directions are issued in the performance of their duties;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;

- Excessive absenteeism or any absence without notice;
- Unauthorized absence from workstation during the workday;
- Unauthorized use of telephones, mail system, or another employer owned equipment;
- Unauthorized disclosure of business secrets or confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct;
- Theft or damage to the tangible property of the College or of a member of the College community or campus visitor;
- Lewd, indecent, or obscene conduct on College-owned or controlled property or at a College-sponsored or supervised function;
- Unauthorized entry to or use of College facilities;
- Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or any substance the possession or distribution of which is regulated by federal or Tennessee law, except where the manufacture, dispensing, possession, or use are in accordance with the laws of each;
- Violation of other promulgated College policies or rules.

ZERO TOLERANCE AND DRUG/ALCOHOL-FREE WORKPLACE

It is Lane College's desire to provide a healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Lane College premises or in a College vehicle, and while conducting College-related activities off-premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or other mood-altering chemicals.

Except as provided below, the possession, sale, purchase, transfer, or use of, or being under the influence of any legally obtained drug by any employee during work hours, or otherwise on College premises, or in a College vehicle is prohibited.

- Because of the need to provide a safe workplace, employees who are prescribed drugs or medications by a health care provider that may affect their physical or mental capacities to perform their job must inform either their supervisor or a manager of such drugs or medications, including but not limited to muscle relaxers, tranquilizers, or mind-altering drugs or other medications.
- An employee may continue to work, even though under the influence of a legal drug, if the College has determined that the employee does not pose a threat to his or her own safety, or the safety of co-workers or customers, and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action as determined by the College. Please refer to the College Fleet Policy. Contact the Office of Administration for additional information.

- Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
- The following is a non-exhaustive listing of examples of prohibited activities which will subject employees to disciplinary action up to and including termination:
 - a) Use, possession, manufacture, distribution, dispensation, or sale of:
 - 1) Illegal drugs or drug paraphernalia.
 - 2) Unauthorized controlled substances, or
 - 3) Alcohol on College premises or in College-supplied vehicles during working hours.
 - b) Storing in a locker, desk, automobile, or other repository on College premises any illegal drug, drug paraphernalia, inhalants, any controlled substance whose use is unauthorized, or any alcohol.
 - c) Being under the influence of or testing positive for the presence of an unauthorized controlled substance, illegal drug, or alcohol on College premises or in College supplied vehicles during working hours.
 - d) Use of alcohol off College property that adversely affects the employee's work performance, or his/her own or others' safety at work.
 - e) Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off College property that adversely affects the employee's work performance, his/her own or other's safety at work, or the College's image in the community.
 - f) Refusing to submit to an inspection that is requested by the College.
 - g) Conviction under any federal, state, or other criminal drug statute. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the College of a criminal conviction for drug-related activity within five days of the conviction.
 - h) Failure to report to the College the use of a prescribed medication which warns against operating machinery and/or which poses a direct threat to the health and safety of the employee or his/her co-workers.

ATTENDANCE, ABSENCES, AND TARDINESS

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. Each employee will use the College's time-keeping system to record hours worked. Non-exempt, overtime eligible employees will also punch out for the day.

- If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances or allowed by the department's supervisor.
- Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination.

- If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days or more, the employee will be considered to have voluntarily resigned employment.

TIMEKEEPING

Accurately recording days present for work and time worked is the responsibility of each employee. All employees must submit a payroll report utilizing the College's time-keeping system. Federal and state laws require Lane College to keep an accurate record of time worked to calculate employee pay and benefits.

Exempt Employees

- An exempt employee is "exempt", or excused, from the overtime pay requirements. Exempt status has little to do with the actual job description or the employee's title, but rather focuses on the duties and responsibilities of that employee. Although the definition may vary by jurisdiction, an employee is usually exempt if he or she has more responsibilities than the average employee, and if he or she perform tasks that are more managerial in nature.
- The Fair Labor Standards Act (FLSA) does not require exempt employees to punch in. However, Lane College requires that all exempt employees punch in via the College's time-keeping systems stating their presence for the workday.
- Therefore, such employees are exempt from being paid overtime because it is assumed that the employee is working independently and has more discretion in the execution of their tasks.

Lane College asks that exempt employees report to work no later than fifteen (15) minutes prior to the scheduled starting time without prior authorization from the supervisor.

Non-Exempt Employees

According to the Fair Labor Standards Act, a non-exempt employee in a private business is one who meets the following criteria to **qualify for overtime**:

- Paid hourly or on salary
- Makes at least the federal minimum wage
- Clock in and out every day

Whether a full-time or a part-time employee, if classified as non-exempt, overtime must be paid. The federal rule generally requires for hourly and non-exempt salary employees to be paid a wage of 1.5 times their regular rate for all work performed over forty (40) hours.

- Non-exempt employees should accurately record the time spent on the job performing assigned duties and such timekeeping is required by all employees who are eligible for overtime.

- Non-exempt employees should use the College's employment management system to punch in at the beginning and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.
- Non-Exempt (Overtime Eligible Salary Staff members) should not punch in **more than seven (7) minutes** before the hour without permission.
- It is the employees' responsibility to punch in each workday and review their time records to certify the accuracy of all time recorded. The supervisor will review and approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes. Multiple punch change requests can lead to disciplinary action. Each department must develop a procedure to prevent abuse of time-keeping. Supervisors should visit Human Resources for additional information.
- Altering, falsifying, or tampering with time records, on another employee's time record may result in disciplinary action, up to and including termination of employment. Failure to submit time punches may result in loss of pay. If you have questions regarding timekeeping, contact Human Resources.

JOB PERFORMANCE

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

OUTSIDE EMPLOYMENT

Employees are permitted to work a second job as long as it does not interfere with their job performance with Lane College. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

DRESS AND GROOMING

Lane College provides a casual yet professional work environment for its employees. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Lane College presents to customers and visitors. It is important to

project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste.

- During business hours or when representing Lane College, you are expected to present a clean, neat, and appropriate appearance.
- You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.
- Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Consult with your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodations may be made to a person with a disability.

SOCIAL MEDIA ACCEPTABLE USE

Lane College encourages employees to share information with co-workers and with those outside the College for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the College has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snap Chat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the College considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference College clients, customers, or vendors without express permission. The College monitors employee use of College computers and the Internet, including employee blogging and social networking activity.

Respect. Employees shall demonstrate respect for the dignity of the College, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Lane College confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as a College employee or discusses matters related to the College on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the College and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the College or the College’s business. Employees must keep in mind that if they post information on a social media site that is in violation of College policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use a social media to criticize the College’s competition and should not use it to compete with the College.

Confidentiality. Do not identify or reference College clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work, or the College’s business belong to the College. Do not post them on a social media site without the College’s permission.

Links. Employees may provide a link from a social media site to the College’s website during employment (subject to discontinuance at the College’s sole discretion). Employees should contact the Web design group to obtain the graphic for links to the College’s site and to register the site with the College.

Trademarks and copyrights. Do not use the College’s or others’ trademarks on a social media site or reproduce the College’s or others’ material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws.

College restrictions. The College may also require employees to delete references to it on a website or Web log and to stop identifying themselves as an employee of the College.

Discipline. Violation of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

SOLICITATION

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by persons not employed by Lane College is strictly prohibited.

- Lane College recognizes that employees may have interests in events and Colleges outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The sale of goods, services, or subscriptions outside the scope of official College business.
- The distribution of literature not approved by the College.

In addition, the posting of written solicitations on College bulletin boards and the mass distribution of solicitation emails is prohibited. Bulletin boards are reserved for official College communications and requires a Lane College stamp of approval.

Non-employees may not trespass or solicit or distribute materials anywhere on campus without the expressed approval from the Office of the President.

USE OF COLLEGE EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

- Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.
- The employee's supervisor and/or Office of Administration can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
- The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

COMPUTERS, INTERNET, EMAIL, AND OTHER RESOURCES

The College provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, email, text messaging, or any other College-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

- Employees should not have any expectation of privacy in their use of College computer, phone, or other communication tools. All communications made using College-provided equipment or services including email and internet activity, are subject to inspection by the College.
- Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the College's systems.
- Employee use of College-provided communication systems, including personal email and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the College's systems as well as the reputation and/or competitiveness of the College. To protect against possible problems, delete any email messages prior to opening that are received from unknown senders and advertisers. It also is against College policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on College computers. Violations of this policy may result in termination for a first offense.
- The College encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding College business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the College.
- All use of College-provided communications systems, including e-mail and internet use, should conform to our College guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

- Because email, telephone and voice mail, and internet communication equipment are provided for College business purposes and are critical to the College's success, your communications may be accessed without further notice by Information Technology department administrators and College management to ensure compliance with this guideline.
- The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.
- Office telephones are for business purposes. While the College recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the College's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.
- The College reserves the right to monitor customer calls to ensure employees abide by College quality guidelines and provide appropriate levels of customer service.
- Except with the College's prior permission, employees should use the College's business systems and equipment for College business only. The e-mail system should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside colleges, or other non-job or non-College related solicitations.
- Employees should notify their immediate supervisor, Human Resources, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

RETURN OF COLLEGE PROPERTY POLICY

Employees are responsible for all Lane College property, materials, or written information issued to them or in their possession or control. Employees must produce or return all Lane College property immediately upon request or upon termination of employment. Where permitted by applicable laws, Lane College may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Lane College may also take all legal actions deemed appropriate to recover or protect its property.

DRUG TESTING AND SEARCHES

1. To help ensure a safe and healthful working environment, applicants for employment with Lane College may be required to submit to an alcohol and drug screening at the expense of the College.
2. All employees are subject to drug and alcohol screenings, at the College's expense, for any of the following reasons:
 - a. When the College has a reasonable belief that an employee has been drinking or taking drugs, or that an employee is under the influence of alcohol or drugs, while on the job.
 - b. When an employee is involved in a work-related accident or sustains a compensable injury. The employee maybe required to submit to drug/alcohol testing for the presence of drugs or alcohol in his/her system. Excessive or unusual absenteeism may also be cause for drug or alcohol testing.

Additionally, the College retains the right to search at any time and for any reason any vehicle, locker or other property owned, rented, leased, or borrowed by the College, or otherwise made available by the College for use by an employee. All vehicles parked on College premises are subject to search. An employee's consent to submit to such a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

The College will utilize a Medical Review Officer (MRO) when an employee or applicant is drug tested. An MRO is defined as a licensed physician, employed with or contracted with Lane College, who has knowledge of substance abuse disorders, laboratory testing procedures and chain of custody collection procedures. The MRO will verify positive, confirmed test results, and will have the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information. The MRO will act as an agent of Lane College.

Should these tests indicate the presence of alcohol or drugs in the employee's system, the employee shall be subject to discipline, up to and including discharge.

If an individual, who is suspected of using, or being under the influence of either drugs or alcohol, fails to submit to appropriate required testing, such refusal will be construed as a violation of this Policy and insubordination and the employee will be subject to immediate discharge.

SELF-REPORTING A DRUG OR ALCOHOL PROBLEM

- Lane College does not condone substance abuse by its employees. However, the College recognizes that substance abuse may be treatable. The College will

attempt to assist current employees who may have a substance abuse problem if they voluntarily acknowledge their problem and seek treatment. Employees who voluntarily acknowledge their problem and seek treatment before testing positive on a drug and/or alcohol test and before their problem impair their performance or conduct will not be disciplined for doing so.

- In some instances, eligible employees with drug or alcohol problems that have not resulted in, and which are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Lane College's health insurance benefit coverage.
- After successful completion of a drug or alcohol treatment program, and/or while enrolled in a maintenance type of treatment program, an employee may be returned to a position with the College, if available, on a conditional probation basis. The College will determine whether an employee can work following or during a treatment program. The employee will be required to submit to random drug and alcohol testing at his or her own expense for the remainder of his/her employment. This is a one-time-only assistance program. Any subsequent positive test result is grounds for immediate termination.

DISCIPLINARY PROCEDURE

Lane College expects employees to comply with the College's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the College endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the College's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps will be documented in the employee's personnel file.

Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it will be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor will meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and his or her superior will meet with the employee in private and issue a reprimand notice to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the Human Resources Manager. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

APPEALS AND GRIEVANCE

An employee of the College may present complaints or grievances to higher authority without retaliatory action being taken against him or her. The Problem Resolution framework presented in the next section provides an established forum for presenting and resolving problems.

Summary:

- Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning which will be documented in the employee personnel file; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.
- Lane College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.
- While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment.

However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

- The College shall, when it deems it appropriate, modify or remove existing rules, or establish additional rules. Any list of rules and causes for corrective action provided in this document are by way of illustration to inform College employees what is expected of them in their daily work performance at Lane College and is not intended to be all-inclusive of either rules or penalties.

COMPLAINTS AND ISSUE RESOLUTION

Lane College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Lane College supervisors and management.

If employees disagree with established rules of conduct, policies, or practices, they are encouraged to express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Lane College in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or a decision affecting her/him is unjust or inequitable, and she or he prefer a more formalized procedure, she or he is/are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee should present his/her problem to his or her immediate supervisor, preferably within seven (7) calendar days following the incident. If either the supervisor is unavailable or if the employee believes it would be inappropriate, uncomfortable, or unavailing to contact that person, s/he is encouraged to present the problem directly to Human Resources.
2. The supervisor or personnel representative receiving the problem statement should respond to the problem or provide a report of progress in responding to the problem as soon as possible, but no later than seven (7) calendar days, if applicable, after receiving the problem statement. This response, whether a resolution or progress report, should be documented.

Appeal

1. If the problem is not resolved to the employee's satisfaction at this stage, the employee should put the problem in writing for presentation to, and review by Human Resources Manager. If the problem is not resolved to the Employee's satisfaction at this stage, the Employee should present the problem in writing to the President of the College.

2. The President will review and consider the problem, and will inform the employee of the final decision, or a report of progress toward reaching the final decision within fourteen (14) calendar days of receiving the report. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through the communication and/or discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

8.0 - TIME OFF AND LEAVES OF ABSENCE

HOLIDAYS

Lane College observes and allows time off with pay for the following holidays:

New Year's Day	(January 1 st)
Dr. Martin Luther King, Jr. Day	(3 rd Monday in January)
Good Friday	(Friday before Easter)
Memorial Day	(Last Monday in May)
Independence Day	(July 4 th)
Labor Day	(1 st Monday in September)
Thanksgiving	(4 th Thursday in November)
Day after Thanksgiving	(Friday following Holiday)
Christmas Eve	(December 24 th)
Christmas	(December 25 th)
Juneteenth	(June 19 th)

Any additional holidays will be designated and announced by the President of the College.

- If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the College will select either the following Monday or the preceding Friday as a substitute holiday. The College reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.
- **Holiday pay.** Full-time regular employees are eligible for holiday pay. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.
- Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times his/her regularly scheduled hours (not to exceed 8 hours).
- A holiday shall be considered as 8 hours worked for the purpose of computing overtime.

- To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, the College may require verification of the reason for the absence before approving holiday pay.

RELIGIOUS OBSERVANCES

Employees who need time off to observe religious practices or holidays not already scheduled by the College should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The College will seek to reasonably accommodate individuals' religious observances.

VACATION

Lane College recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The College provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees are not eligible for paid vacation.

Full-time staff will accrue paid vacation according to the following schedule:

<u>Service Period</u>	<u>Monthly Vacation Accrual</u>
10 years of Service or less	1-day (8) hours per month
11-19 Years of Service	1.5 days (12) hours per month
20 Years or More of Service	2 days (16) hours per month

Conditions and Requirements

- The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. Vacation is calculated based on full calendar months of employment commencing after the date of employment. Accordingly, for employees who begin employment after the first day of any calendar month, the accrual begins with the first day of the next calendar month. For example, if an employee began employment with the College on February 16, the vacation time of that employee would accrue commencing March 1, and one month's accrual would be credited after March 31.
- Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees accrue paid vacation at the start of employment but may not take any vacation until they have completed at least 6 months of employment.

- Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should submit requests seven (7) days in advance for approval from their supervisors. Any requests not submitted the required number of days in advance may be denied. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. It should be noted that vacation is taken at the convenience of the College on days mutually agreed to by the employer and the employee.
- Approved vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special compensation.
- As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next fiscal year not to exceed thirty (30) days. Accrual of vacation continues throughout the fiscal period but at fiscal year-end, leave is adjusted to reflect the maximum carryover of thirty (30) days.
- Upon termination of employment, the employee will be paid for vested and accrued, but unused vacation time. The paid vacation leave shall not exceed the maximum carried forward at fiscal year-end of thirty (30) days. Accruals exceeding thirty (30) days will be forfeited.

SICK LEAVE

Lane College provides regular, full-time staff with paid sick days for a period of temporary absence due to illness or injuries.

Eligible full-time employees accrue sick days as follows:

- One (1) day for every full month of service.

Conditions and Requirements

- Sick leave benefits are calculated on the basis of a "benefit year", the 12-month period that begins when the employee starts to earn sick leave benefits.
- Holidays occurring during a paid sick leave shall be paid as a holiday and not as a sick day. Employees who become ill or injured while on vacation leave may convert the leave time to sick leave time with presentation of an appropriate physician's statement.
- Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.
- Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor should also be contacted on each additional day of absence.

Request to use sick day(s) should be done through the employment management system.

- A physician's written permission to return to work is required if an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates.
- If the need for sick leave is foreseeable, employees are required to give at least fourteen (14) days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.
- Employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is ninety (90) days.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Personal Days

- The College grants two (2) paid personal days to regular, full-time employees after one year of employment with the College. Requests for personal days can be made for the purpose of conducting private affairs, including observance of religious holidays, or any other reason. In the case of religious holidays, departmental supervision will do their best to accommodate employee requests.
- Requests for approval of personal days should generally be made in advance utilizing the employment management system. Generally, time off requests should be made in a timely manner to assist the College in planning and should be made as far in advance as possible. Approval is subject to the College's operating needs.
- The calculation of eligibility for personal days is based on service years as opposed to calendar years. Accordingly, employees receive up to two days per year, with the calculation of eligibility commencing with the anniversary date of hire.
- Personal leave days do not accrue from one year to the next.

FAMILY AND MEDICAL LEAVE

Lane College complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The College also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with fifty (50) or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is twenty-six (26) weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

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

Benefits and Protections During FMLA Leave. During FMLA leave, the College will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to

reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the College’s operations. A “key” employee is an eligible salaried employee who is among the highest paid ten percent of the College’s employees within seventy-five (75) miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

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

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the College for at least twelve (12) months; (2) have worked for the College for at least 1,250 hours in the previous twelve (12) months; and (3) work at or report to a worksite which has fifty (50) or more employees or is within seventy-five (75) miles of College worksites that taken together have a total of fifty (50) or more employees.

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

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

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the College requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employee’s own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must

comply with the College's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's normal call-in procedures. The College may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The College also may require a second, and if necessary, a third opinion (at the College's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The College also may delay or deny approval of leave for lack of proper medical certification.

College Responsibilities. The College will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the College will provide a reason for the ineligibility.

The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employee.

Other Provisions. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the College has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or

discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

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

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

MILITARY LEAVE

Lane College supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

- All employees of the College who receive orders to report for training or active duty in the armed services of the State of Tennessee or of the United States will be granted leave of absence without pay (for military reasons). Regular employees who have exhausted their military leave with pay for fifteen (15) working days in any one calendar year may elect to use their accrued vacation leave or take leave without pay. Accrued sick leave may be taken if the employee provides proof to the College that he/she was sick while serving in the armed services.
- Employees must furnish certification from competent military authority of the dates active duty was actually performed.
- An employee on military leave of absence shall be entitled to re-employment rights if:
 1. Advance written or verbal notice of military service is provided to the College (unless precluded by military necessity or if impossible/unreasonable due to all relevant circumstances)
 2. The cumulative length of absence for military service does not exceed five (5) years.
 3. The employee's entitlement to re-employment has not been terminated due to dishonorable or bad conduct discharges,
 4. The employee reports to work or applies for re-employment in a timely manner (definition of timeliness and additional details are available).
- Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

BEREAVEMENT LEAVE

- Employees with more than 3 months' service may take up to three (3) days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, great-grand parent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or great-grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).
- The College may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.
- Payment for bereavement leave is computed at the regular hourly rate to a maximum of eight (8) hours for (1) day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

JURY DUTY/COURT APPEARANCE

- Lane College supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.
- Nonexempt employees will be paid for up to two (2) weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. All employees may use any accrued time off if required to serve more than two (2) weeks on a jury.
- If an employee is released from jury duty after four (4) hours or less of service, he or she must report to work for the remainder of that workday. When relieved from jury responsibility during a scheduled shift, employees should check with supervision to determine if they are needed for the remainder of their scheduled shift.
- Following the completion of jury duty, employees are required to return to work on their first regularly scheduled workday. Special rules may apply to employees who work a night shift.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time Off for Voting

Lane College recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will

have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

9.0 - EMPLOYEE BENEFITS PROGRAMS

Lane College recognizes the value of benefits to employees and their families. The College supports employees by offering a comprehensive and competitive benefits program. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. In addition to the paid time off benefits, the following benefits program are also available to eligible employees.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Cobra
- Group Life
- Supplemental Insurance
- Health Saving Plans
- Retirement
- Workers Compensation
- Athletic and Cultural Events
- Educational Leave
- Tuition Discount
- Witness Duty Leave
- Uniform and Uniform Maintenance

MEDICAL, DENTAL, AND VISION INSURANCE

- Full-time employees working thirty (30) hours or more per week are eligible for insurance on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of thirty (30) hours per week.
- Lane College's health insurance plan provides eligible employees and their dependents access to medical, dental, and vision care insurance benefits. Full-time regular employees are eligible to participate in the health insurance plan.
- Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Lane College and the insurance carrier.
- A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act

(COBRA). Refer to the Benefits Continuation/COBRA policy for more information.

- Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resource Office for more information about health insurance benefits.

COBRA

- The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Lane College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; and an employee's divorce or legal separation.
- Under COBRA, the employee or beneficiary pays the full cost of coverage at Lane College's group rates plus an administration fee if s/he quits voluntary. Blue Cross/Blue Shield of Tennessee (BCBS) administers Lane College's COBRA program. BCBS provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Lane College's health insurance plan. The notice contains important information about the employee's rights and obligations. In accordance with the requirements of the law, supervisors must notify the Human Resources Office immediately when a "qualifying event" occurs.

GROUP LIFE INSURANCE

Lane College provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following thirty (30) days of service. The life benefit is equal to an employee's annualized base rate. The cost of this coverage is paid for in full by the College.

- Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.
- Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Lane College and the insurance carrier.
- Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resource Office for more information about life insurance benefits.

SUPPLEMENTAL INSURANCE

Short-term disability, Long-term disability, hospitalization, cancer policies and other supplemental insurance is offered by a third-party vendor. All question regarding additional insurance products should be directed to the third-party vendor. Contact the Human Resource office for additional information.

RETIREMENT PLAN

Lane College recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the Summary Plan Description Plan (SPD), located in the employment management system or the Human Resource office.

WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Lane College pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The College abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance College. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the College's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees dealing with issues that affect their lives and the quality of their job performance. Lane College wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully cope with life's challenges.

Lane College encourages employees to contact the Office of Counseling and Disability Support for these services whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the College, nor is the College given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.

EDUCATIONAL LEAVE

Non-Academic personnel are encouraged to pursue further educational studies. Regular full-time employees who have completed at least two years of service at the College may receive educational leave without pay to permit them to pursue a program of study that is determined by the supervisor to be directly related to their work at Lane College. Such educational leave may be taken full or part-time for a period not to exceed twelve (12) months and may be used to pursue a program of study at Lane College or any College or university chosen by the employee. Where possible, the institution will seek to re-employ persons who have taken full-time educational leave. Reinstatement cannot be guaranteed.

TUITION DISCOUNT

A tuition discount is offered to children, grandchildren, and spouses of employees who have been employed for at least one year. This discount is intended to assist with educational expenses when considered with other forms of financial aid benefits.

ATHLETIC AND CULTURAL EVENTS

Employees are urged to attend athletic contests and other cultural events that occur during the academic year. Admission to most of these events is free of charge to College employees. These events must be sponsored and controlled by the College.

VOLUNTARY MEDICAL LEAVE

Eligibility/Description

- Regular full-time employees of the College who have exhausted their FMLA leave or who are not eligible for FMLA leave may request a voluntary medical leave of absence for a personal illness or injury. All voluntary medical leaves of absence will be without pay unless the absence is covered by applicable insurance benefits. Employees will be required to first use any accrued paid leave time before requesting unpaid medical leave.
- For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

NOTE: Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

- Subject to the terms, conditions, and limitations of the applicable plans, Lane College will continue to provide health insurance benefits for the full period of the approved medical leave for eligible employees. Any employee contributions required will need to be paid by the employee.
- Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
- Certification and Duration of Leave
 - A physician's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Upon the written certification of a physician that a medical leave of absence is needed as a result of the employee's illness or injury, a medical leave of absence may be granted for an initial period of up to one (1) month. If the certified absence continues beyond one (1) month and upon further recommendation of the attending physician, extensions of leave may be granted for additional intervals up to one month. However, employees who are absent from work more than twelve (12) months, without regard for the cause of the absence, will be subject to termination of employment. Failure to return on the date of the expiration of the leave may result in disciplinary action up to and including discharge.

Procedure

- All voluntary medical leaves of absence must be approved by both the employee's supervisor and, upon recommendation of the Human Resource Administrator, and Eligible employees should make written requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
- If an eligible employee's request for voluntary medical leave is approved, his/her record of continued service is not broken, provided that he/she returns to work at the time agreed. As stated, an employee's failure to return on the agreed-to date may result in disciplinary action up to and including discharge. If, during his or her medical leave of absence, an employee is employed by someone else, that employee's leave will be considered a resignation.

Return and Reinstatement

- Employees returning from all medical or other leaves of absence must submit a physician's statement indicating that they are able to return to work and perform the essential functions of their position, with or without reasonable accommodation. Unless a specific date of return has already been established,

requests to return to work should be made at least two (2) weeks in advance, so that the College may consider the employee's return request and plan accordingly.

- The College may find it necessary to hire a replacement for an employee who is on medical leave. The College will, however, attempt to reinstate employees at the end of their medical leave. If there is no suitable work available when an employee seeks to return to work, reinstatement may be denied.

REQUIRED MEDICAL LEAVE

When the College has reason to believe that an employee has a physical or mental condition that is preventing the employee from performing the essential functions of his or her job, it may require the employee to take a medical leave of absence until such time as the employee has received any necessary treatment and undergone a fitness-for-duty medical examination that enables the College to determine whether the employee can perform his or her job with or without reasonable accommodation.

- For example, if an employee is having difficulty performing his or her essential job duties effectively; if there is evidence of problems with the employee's job performance; or if the employee disrupts the College's business operations, the employee may be required to make a medical leave of absence until such time as the employee undergoes a medical examination and the College is able to determine whether the employee has a disability that is preventing him/her from performing the essential functions of his/her job with or without accommodation.
- To assess whether an accommodation is needed or to assist in identifying an appropriate accommodation, the College might consult with appropriate professional sources, such as occupational and physical therapists, rehabilitation specialists or Colleges, or consultants with expertise in adaptations for specific disabilities.
- All such medical leaves of absence will be without pay unless the absence is covered by any applicable insurance benefits.
- If the College determines that the employee may perform the essential functions of his or her job with or without reasonable accommodation, the employee may return to work, subject to the requirements of the Return and Reinstatement Policies. In some instances, the College may determine that an employee is not currently able to perform the essential functions of his or her job with or without reasonable accommodation and place the employee on a leave of absence for a particular duration. However, employees who are absent from work for more than twelve (12) months, without regard for the cause of the absence, will be subject to termination of employment.

PERFORMANCE EVALUATION AND SUGGESTIONS

PERFORMANCE

- The goal of performance appraisal is to provide employees with expectations for performance and periodic evaluation of performance; to facilitate direct communication between staff members on performance expectations and achievements; to recognize the accomplishments and define the educational needs of staff members; and to provide a reliable method of acquiring feedback on College operations.
- A performance appraisal system is recognized as a positive method for promotion staff development and enrichment, and a management tool that supports personnel decisions and planning efforts.
- Supervisors and employees are strongly encouraged to discuss job performance and goals regularly on an informal basis. An evaluation can be conducted at any time; and a supervisor can prepare a written evaluation whenever it is considered appropriate. However, formal performance evaluations are generally conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.
- The performance of employees other than those in the introductory period is evaluated on an annual basis. These evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
- The College's goal is to have evaluations completed by supervision prior to the close of the fiscal year.
- Employee shall acknowledge receipt of the evaluation and, if desired, may offer written objections to the evaluation at no penalty to him/herself.

SUGGESTIONS PROGRAM

As an employee of Lane College, you have the opportunity to contribute to the future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Lane College by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Lane College a better or safer place to work. Suggestions may be submitted on a suggestion form and should contain a description of the problem or condition to be improved, a

detailed explanation of the solution or improvement, and the reasons why it should be implemented.

Submit suggestions to Human Resources. Special recognition will be given to employees who submit suggestions that are implemented.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of **Lane College**. I understand and agree that it is my responsibility to read and comply with the policies in the *Handbook*.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, College practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the College to employ me now or hereafter and that my employment may be terminated by me or the College without reason at any time. I understand that no representative of the College has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the College may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the College.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

COPY ON FILE

RECEIPT OF HARASSMENT POLICY

I have read and I understand the College's Harassment Policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

COPY ON FILE



545 LANE AVENUE | JACKSON, TN 38301 | 731-426-7500

LANECOLLEGE.EDU