

EMPLOYEE HANDBOOK

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I. INTRODUCTION

This Employee Handbook is provided to Eureka College Employees as a general guideline to the institution's general employment policies and procedures that are applicable to all College Employees. Policies that are applicable only to faculty and not staff, and vice versa are covered separately in the Faculty Handbook or the Staff Handbook. All employment policies, practices, and guidelines outlined in these Handbooks may be revised, revoked, or supplemented at any time, at the sole discretion of the College's Board of Trustees.

II. EMPLOYEE CLASSIFICATIONS

Employees of Eureka College compose three separate classifications and follow criteria established within the Federal Labor Standards Act for exempt status. These classifications are:

- 1) Exempt, full time
- 2) Non-exempt, full-time
- 3) Non-exempt, part-time

Employees working an average of twenty-five (25) hours or more per week on a year-round (12 continuous months) basis are classified as full-time employees and are entitled to participate in all fringe benefits.

Employees who regularly work an average of less than 25 hours per week (per 12 continuous months) and those who work on a temporary or on an as needed basis are classified as part-time employees. Part-time employees do not qualify for any fringe benefits provided by the College.

III. NON-EMPLOYEE CLASSIFICATIONS (e.g., Advisors, Volunteers and Interns)

The College recognizes the representation of external groups that provide individuals to serve as resource persons or "advisors" for the campus community (i.e. Fellowship of Christian Athletes, Habitat for Humanity, etc.). The College also recognizes other individuals who volunteer their time and efforts on behalf of the College. Professional internships are working situations in which an individual who has already completed at least a baccalaureate degree at an accredited institution commits to full or part-time work for a period of time of no more than one semester or one academic year, during which he or she receives no compensation. The purpose of such an internship is to provide the intern with substantial "hands on" experience in his or her chosen field (See Appendices 1 & 9 for further information).

IV. PERSONNEL ADMINISTRATION

- A. THE HUMAN RESOURCES OFFICE** The Human Resources Office, under the direction of the Vice President of Finance and Facilities, is responsible for:

- administering personnel policies and payroll
- maintaining employment records including classifications, absences, rates of compensation, hours of work, performance evaluations, salary and wages, and fringe benefits.

V. EMPLOYMENT PROCEDURES

- A. HIRING.** Employment at Eureka College is strictly on the basis of merit and ability to perform the requirements of each position. Any employment or pre-employment testing is strictly limited to ascertaining skills in particular jobs where such testing is appropriate.

While the Human Resources Office can assist in the advertising, screening, and testing of potential employees, the final decision concerning the selection of the employee is the responsibility of the department/division supervisor/chair with appropriate approvals of the President and Senior Staff members (see Appendix 12).

Position openings are always posted internally on the College website and are normally advertised externally. Eureka College is an “Equal Opportunity Employer.” Applicants are required to submit an Application for Employment in addition to materials detailed in the job posting.

- B. BACKGROUND SCREENING.** Eureka College conducts background screening on all employment candidates offered positions.

Current employees will be screened prior to transfer/promotion within the institution.

Non-employees such as advisors, interns, and other volunteer workers with direct student contact or oversight also are subject to background screening.

The type of background information that can be collected includes, but is not limited to, social security trace, education verification, employment verification, criminal background check, credit report, and motor vehicle record.

This process is conducted to verify the accuracy of the information provided by the candidate and determine her/his suitability for employment, transfer, or promotion (see Appendix 3 for more information).

- C. NON-DISCRIMINATION.** In keeping with its mission of “concern for a better world ... implemented in an educational community dedicated to the welfare of humanity”, and with the Christian Church (Disciples of Christ) call for a “society which proclaims and honors the rights of all persons,” no one shall be denied admission to any College course or program, nor denied housing, employment or

promotion, nor the opportunity to study or work at Eureka College based on race, national origin, gender, creed, sexual orientation, age, marital status, or physical handicap. [Quotations from General Assembly Resolution No. 7747, 1997; statement adopted in 2000.]

- D. IMMIGRATION LAW COMPLIANCE.** Eureka College does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time, is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Eureka College within the past three (3) years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

- E. REASONABLE ACCOMMODATION.** Eureka College will make reasonable accommodation to any known disability of a qualified applicant or employee unless the accommodation would cause an undue hardship. An employee should contact the Human Resources Office to request an accommodation.
- F. OUTSIDE EMPLOYMENT.** Eureka College permits a full-time employee having other part-time employment, providing any such employment receives prior approval by the appropriate supervisor and vice president and that the outside employment does not impair the employee's performance of full-time College responsibilities.

The College reserves the right to review outside employment at any time to determine if a conflict or other problems exist. In the event of a violation of this policy, the employee will be given the opportunity to sever the outside employment relationship.

- G. CONFLICT OF INTEREST.** Each employee is expected to conduct private business and personal activities in a manner that avoids conflict with the interests of Eureka College.

Conflict of interest is defined as any activity or interest which has direct or indirect financial consequences and impairs or may be seen to impair an individual's independent, unbiased judgment in the performance of his or her responsibilities to the College. This definition also applies to any activity or interest conducted by family members.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family (a) an ownership or investment interest in any entity with which the College has a transaction or arrangement, or (b) a compensation arrangement with the College or with any entity or individual with which the College has a transaction or arrangement, or (c) an actual or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are more than incidental. "Family" includes a spouse, parent or other ancestor, sibling (or spouse), child (or spouse), grandchild (or spouse) or great-grandchild (or spouse), or any other relative if the latter resides in the same household as the interested person.

It is not possible to define all situations which could constitute a Conflict of Interest. Therefore, it is the responsibility of all employees to seek guidance prior to entering into any such situation or to report timely any existing situation covered under this Policy.

Upon initial association with the College, employees shall be required to sign a statement disclosing the existence of any actual or possible Conflicts of Interest. In addition, certain employees identified as principal officers and key employees will be required to renew this acknowledgement annually.

In all activities conducted as an employee of the institution, an employee should always place the lawful and legitimate interests of the institution over personal gain.

VI. COMPENSATION

- A. **PAY PERIODS.** Employees are generally paid semi-monthly on the 15th and the last day of the month. If a pay day falls on a holiday, Saturday, or Sunday, employees are paid the last business day prior to such holiday, Saturday or Sunday. The Eureka College payroll is electronically transferred and directly deposited into the employee's bank account. No pay advances will be made. **Any change in an employee's banking information must be reported to the Human Resources Office no less than ten (10) days prior to the effective payroll date.**
- B. **PAYROLL DEDUCTIONS.** The College is required by law to make certain deductions from an employee's paycheck: federal and state withholding, Social Security, and Medicare taxes. If there is any change in withholding status, it is the employee's responsibility to advise the Human Resources Office. Withholding for additional employee programs including, but not limited to, savings, annuities, additional optional insurance, and contributions may be arranged. In addition, the College's fringe benefit programs may require deductions depending on the programs in which the employee is enrolled. The

College complies with all applicable wage and hour laws. In the event of an inadvertent or improper deduction from pay, employees must immediately notify the Human Resources Office which will review the situation and make changes as necessary. Any questions, concerns, or complaints about pay deductions should be directed to the Human Resources Office. The College will promptly investigate reports of improper deductions. If the College determines an improper deduction has been made, the employee(s) will be properly reimbursed.

- C. **PAY INCREASES.** Pay increases are not automatic. Compensation is reviewed periodically. Performance evaluation-based pay adjustments generally are scheduled to be effective at the beginning of the fiscal year (July 1). Other pay adjustments may however, under specified conditions, be effective at other times on a case-by-case basis. Some factors affecting pay rates include, but are not limited to, promotion, job performance, available funding, and the needs of the College. Any questions concerning an employee's rate of compensation should be discussed with her/his immediate department supervisor.

VII. BENEFITS

- A. **GENERAL.** The fringe benefits portion of the total compensation program of Eureka College consists of two categories: those mandated by local, state, or federal legislation and those authorized by the College Board of Trustees. The needs of individuals and the College change from time to time, therefore, the Trustees maintain the right and the duty to improve, modify, decrease, or eliminate certain benefits or substitute or provide entirely new benefits. Whatever action might be taken in this regard, the College will continue to attempt to remain competitive. Any change of aforesaid will normally be accomplished by advance notification, if feasible. Unless otherwise stated, eligibility for fringe benefits is effective on the date of full-time hire. Questions regarding fringe benefits should be directed to the Human Resources Office.
- B. **GOVERNMENTAL BENEFITS**
1. **SOCIAL SECURITY.** Eureka College participates in the federal programs of Old Age and Survivors Disability and Medicare as noted on the paystub as Soc Sec and Medicare respectively. Participation is required and a statutory deduction is made. For each deduction reported on an employee's paycheck, the College has contributed an equal amount on her/his behalf to the Social Security System.
 2. **WORKER'S COMPENSATION.** The Worker's Compensation law of Illinois covers each employee of the College. This law covers medical expenses as well as certain loss of compensation for injuries incurred in work related accidents. The full premium connected with this benefit is paid by Eureka College. All injuries incurred on the job must be reported to the department supervisor and the Human Resource Office within 24 hours of injury or the employee may be subject to disciplinary action up to and including termination of employment. If a Worker's Compensation claim is found false, the employee will be disciplined as outlined (See supplementary

staff handbook section “employee discipline and termination” and faculty handbook section “complaint procedures and termination”).

3. **UNEMPLOYMENT INSURANCE.** Any employee who is involuntarily released from employment may be eligible to receive unemployment compensation. The Illinois Department of Employment Security determines eligibility and the amount of compensation paid. The cost of unemployment insurance is borne solely by the College.

C. **EUREKA COLLEGE BENEFITS PENSION PLAN.** All full-time employees are covered under the Pension Plan in which the College participates. Eureka College contributes an amount equal to seven percent (7%) of the employee’s gross salary for employees enrolled in the Plan. Of the seven percent (7%) that the College contributes, three percent (3%) is used to purchase disability and life insurance for the employee and four percent (4%) is for employer pension contribution which becomes vested after the employee completes two (2) years of service. Employees are required to make a seven percent (7%) of gross salary contribution which is income tax deferred and vested immediately. For further information, please refer to your Pension Plan brochure.

1. **TOTAL DISABILITY INSURANCE.** This benefit is intended to provide the covered employee with a monthly income benefit (in addition to Social Security benefits) in the case of total and permanent disability. This benefit is provided under the Pension Plan in which the College participates and is available after one year of employee participation in the plan. For further information, please refer to your Pension Plan brochure. Premium costs are borne entirely by the College.
2. **LIFE INSURANCE.** The Pension Plan in which the College participates provides for death benefits in an amount equal to three times the employee’s annual salary, up to a maximum benefit of \$50,000 for employees under age 60 and up to a maximum benefit of \$30,000 for employees age 60 and older. For further information concerning this benefit, please refer to your Pension Plan brochure.

An additional stand alone \$10,000 Term Life, Accidental Death & Dismemberment Insurance policy is also included in the fringe benefit package. All premiums are paid by Eureka College.

3. **COMPREHENSIVE MEDICAL/DENTAL INSURANCE.** A comprehensive medical and dental insurance program is available to all full-time employees. Participants in the medical insurance program are also enrolled in the Proctor Preferred Plan, a discount program sponsored by Proctor Hospital.
4. **SUPPLEMENTAL TAX DEFERRED RETIREMENT ACCOUNT OPTION.** Employees may participate in an additional tax deferred retirement account program if they so choose. Under this option an employee may, through a proper salary reduction agreement, divert part of her/his compensation before income tax to invest in an additional tax deferred retirement account. Program selection is limited. For further information contact the Human Resources Office.

5. **SUPPLEMENTAL INSURANCE.** A variety of optional supplemental insurance policies are available through American Family Life Assurance Company (AFLAC). The entire premium cost is borne by the employee and may be tax deferred depending on the policy.
6. **FLEXIBLE SPENDING ACCOUNT.** This program is offered through a third-party administrator and allows participants to set aside pre-tax funds for unreimbursed medical and/or dependent care expenses.
7. **CAMPUS EVENTS AND FACILITIES.** Employees and their immediate families are invited to all lectures, musicals, plays, athletic events, etc. on campus. Entrance into events generally is free with the exception of a small fee for theatre performances. Reagan Physical Education Center and Bonati Fitness Center facilities are available for employee use (contact the Athletic Office at extension 6370 for hours of operation.)
8. **EDUCATION BENEFITS.** Upon completion of one year of employment service, employees with full-time benefits status are eligible to enroll in undergraduate courses at Eureka College at no cost for tuition under the education benefit program, up to a maximum of eighteen (18) hours of academic credit per fall or spring semester; six (6) hours for the summer term. Employees are responsible for all fees associated with the course or any other fees, as well as for the costs of books and materials. Regular admissions procedures apply. The employee must also apply for Financial Aid by completing the applicable Free Application for Federal Student Aid (FAFSA) form. State grants (i.e. IL MAP, etc.) awarded will be applied to tuition charges on the student account prior to any credit for education benefits being given. Federal grants (i.e. PELL, FSEOG, etc.) will be applied to the student account and may be used toward any course expenses incurred and/or refunded at the student's discretion. Federal subsidized and/or unsubsidized loans offered may be accepted or denied at the student's discretion. Educational benefit for courses slated to begin after August 1, 2020, will be subject to the following conditions:
 - In compliance with Satisfactory Academic Progress as defined by the U.S. Department of Education: <https://studentaid.gov/understand-aid/eligibility/requirements>

The employee must complete an Employee Request for Educational Benefit form for each enrolled course and submit the form to their department supervisor. A maximum of five (5) hours of scheduled class time per week will be allowed between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday. For a course scheduled during the employee's normal workday, the Employee Request for Educational Benefit form should state how and when the hours taken from the normal work schedule will be completed during each week. The department supervisor, Senior Staff member, the Director of Financial Aid, and the Human Resources Office must authorize the Employee Request for Educational Benefit form prior to class attendance. Certain courses may require student attendance outside of the normal course hours (e.g., fieldtrips), but falling between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday. For such additional required hours, the employee must inform her/his supervisor, receive approval, and utilize either vacation or

personal time. Eligibility for education benefits does not abrogate the supervisor's responsibility to their department and, therefore, does not entitle the employee to a guaranteed release from the normal work schedule. The supervisor may refuse to grant time off that, in their opinion, will be detrimental to the operation and responsibilities of the department.

Employees are not allowed to adjust their work schedules to take Summer Term courses. Vacation or personal time must be utilized.

The College reserves the right to limit the number of individuals on tuition waiver who may participate in any cohort program offered at Eureka College including, but not limited to, Organizational Leadership and Special Education. In the case of any such limitation, admission to a cohort will be determined by the Admissions Office process date of the employee's "Letter of Intent to Attend Eureka College" form. The cohort programs' limitation will be one individual on tuition waiver for every five non-tuition waiver individuals.

The Board of Trustees of Eureka College has made available to spouses and dependent children¹ of full-time employees, who have completed one year of service, education benefits while enrolled at Eureka College, up to a maximum of eighteen (18) hours of academic credit per fall or spring semester; six (6) hours for summer term. Regular admissions procedures apply. The spouse/dependent must also apply for Financial Aid by completing the applicable Free Application for Federal Student Aid (FAFSA) form. State grants (i.e. IL MAP, etc.) awarded will be applied to tuition charges on the student account prior to any credit for fringe benefits being given. Federal grants (i.e. PELL, FSEOG, etc.) will be applied to the student account and may be used toward any course expenses incurred and/or refunded at the student's discretion. Federal subsidized and/or unsubsidized loans offered may be accepted or denied at the student's discretion. In cases where the employment relationship with the College is ended, the spouse and/or dependent child(ren) may continue receiving education benefits through the end of the current semester/term. In cases where the employee dies while under employment of the College, the surviving spouse and/or dependent child(ren) may continue receiving education benefits through the end of the current academic year.

Educational benefit for courses at Eureka College slated to begin after August 1, 2011, will be subject to the following conditions:

¹ Based on Eureka College guidelines, dependent children must meet the following criteria: Be the unmarried son, stepson, daughter, stepdaughter, or legal ward of the employee, be currently enrolled as a full-time student under the age of 24, live with the employee over 50% of the year (periods of illness, education, business, vacation, or military service generally may be considered as residence with the employee), and receive more than 50% of their support from the employee.

- In compliance with Satisfactory Academic Progress as defined by the U.S. Department of Education: <https://studentaid.gov/understand-aid/eligibility/requirements>

Spouses and dependent children of full-time employees who have completed one year of service may apply to receive education benefits at member institutions within the Council of Independent Colleges (CIC) tuition exchange program. Application for CIC tuition exchange must be coordinated through the Eureka College Financial Aid Office and is subject to verification and approval by Eureka College.² Acceptance of an initial CIC tuition waiver, and continuation of same (maximum 3 years of renewal), is determined by the host institution and is subject to that institution's eligibility requirements. For more information regarding the CIC tuition exchange program, contact the Human Resources Office.

In order for the dependent child to receive education benefits, the employee will be required to complete and submit to the Human Resources Office the Dependent Status Verification Form verifying all requirements of dependent status are met. In the event the dependent child receiving education benefits ceases to meet all the requirements of dependent status, the employee must notify the Human Resources Office in writing within thirty (30) days of the ineligibility event. Falsification of dependent status or failure to provide notification of ineligibility is cause for disciplinary action up to and including termination of employment.

Online consortium classes and fees are not covered by the education benefit waiver. Students will be billed at the same rate Eureka College is billed.

9. **ON-THE-JOB ACCIDENT.** All injuries incurred on the job must be reported to the department supervisor and the Human Resources Office within 24 hours of injury or the employee may be subject to disciplinary action, up to and including termination of employment. (See supplementary staff handbook section "employee discipline and termination" and faculty handbook section "complaint procedures and termination").
10. **FUNERAL LEAVE.** Funeral leave with pay up to, but not exceeding, three (3) working days may be granted to full-time employees on the death of an immediate family member; husband, wife, mother, stepmother, father, stepfather, child, stepchild, brother, stepbrother, half brother, sister, stepsister, half sister, or legal ward, as well as any other relative living in the same household. Funeral leave with pay up to one (1) working day may be granted to full-time employees on the death of other family members; grandparent, grandchild, uncle, aunt, nephew, niece, cousin, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, and daughter-in-law. The College

² The number of CIC tuition exchange applications submitted to various host institutions is limited to five (5) per student per academic year.

may require proof of such death and relationship as a condition of payment of this leave.

11. **JURY DUTY.** An employee who is called for jury duty or witness service will receive full pay, provided the employee surrenders to the College her/his jury pay or witness fee and reports for work on any full or partial day during which the employee is released from jury duty. The period of time that an employee is absent for jury duty will not be deducted from the employee's vacation allowance or personal leave, unless s/he chooses to use vacation time or personal leave to offset the time absent for jury duty. If vacation time or personal leave is used, the jury pay or witness fee received is not surrendered to the College. The employee is responsible for notifying her/his supervisor and the Human Resources Office of the impending jury duty immediately upon receipt of notice to serve.
12. **DISCRETIONARY UNPAID LEAVE OF ABSENCE.** A discretionary leave of absence, without pay and authorized in advance, may be granted in extraordinary circumstances including, but not limited to, extended illness or other disability, education, or travel.

A leave of absence means the employee intends to return to the same or similar position. An employee may request a discretionary unpaid leave of absence to provide additional time following a leave granted by the Family and Medical Leave Act.

In no case will an employee be granted an unpaid leave of absence for alternative employment. Employment elsewhere while on unpaid leave is prohibited and is subject to disciplinary action up to and including termination of employment from the College.

Requests for leave must be submitted in writing to the immediate supervisor for subsequent approval by either the Vice President of Finance & Facilities/CFO, where applicable, or the Provost of the College.

Unpaid leaves of absence are normally limited to ninety (90) days or less. Failure to return to work at the conclusion of an initial unpaid leave of absence is interpreted as a voluntary resignation. Under special conditions and considerations the combination of sick leave, vacation, and unpaid leave of absence may exceed six (6) months. Vacation time may be taken at the beginning of an unpaid leave of absence, but not at the conclusion of such an absence. No holiday pay is given for holidays falling within unpaid leave time, and paid leave benefits will not be awarded during such leaves.

Each employee is advised to check with the Human Resources Office for continuation of insured fringe benefits prior to going on unpaid leave. Extended unpaid leave of absence, or extensions to regular paid leave, which total more than six (6) months will normally not be granted. In unusual circumstances when the same are granted, employees returning there from will have no employment rights other than to be considered for the first job opening for which they are qualified, and under no circumstances will such

returning employees have any right to displace then current employees as to job title(s), duty(ies), hours, or pay.

13. **FAMILY AND MEDICAL LEAVE ACT (FMLA)** Employees are eligible if they have worked for the College for at least twelve (12) months (the months of service do not have to be consecutive) and have a total of at least 1,250 actual worked hours over the twelve (12) month period preceding the start of the intended absence.

FMLA leave does not have to be taken all at once and can be used on an intermittent basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations.

Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave in a single 12-month period. Unpaid leave must be granted for *any* of the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the College's option, certain kinds of *paid* leave must be substituted for unpaid leave. For such paid leave, employees must comply with the College's normal paid leave policies.

Advanced Notice and Medical Certifications:

If the following requirements are not met, FMLA leave may be delayed or denied:

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable" and as soon as is practicable when it is not.
- The employee must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.
- The College requires medical certification to support a request for leave because of a serious health condition, as well as a fitness for duty release to return to work. The College may require second or third opinions for medical certification (at the College's expense).

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces to a foreign country may be granted 12 weeks of FMLA leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to take up to 26 weeks of leave to care for the servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, and certain recent veterans, who have a serious injury or illness.

Job Benefits and Protection:

- For the duration of FMLA leave, the College must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent pay, benefits, and other employment terms.
- The use of the FMLA leave cannot result in the loss of any employment benefit that was awarded prior to the start of an employee's leave.

Unlawful Acts by the College:

FMLA makes it unlawful for the College to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against the College for violations.

14. MILITARY LEAVE (The Law) You will be granted military leave under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), whether voluntary or involuntary, if each of the following conditions are met:

- a. The military service is to be performed in a uniformed service and includes the following:
 1. Full-time or reserve units of the Army, Navy, Marine Corps, Air Force and Coast Guard;
 2. The National Guard;
 3. The commissioned corps of the Public Health Service; and
 4. Any other category of person designated as a "uniformed service" by the President in time of war or national emergency.
- b. Written or oral advance notice of the military service is provided to the College by you or an appropriate officer of the branch of the uniformed service in which you will be serving. However, no notice is required if doing so is impossible or unreasonable because of military necessity or other legitimate reasons.
- c. The combined length of your previous military absences from the College does not exceed five years, excluding any exempt periods of military

service. The following categories of service are exempt from the five-year service limitations:

1. Required training for reservists and National Guard members, including two-week annual training sessions and monthly weekend drills.
2. Service from which a person, due to no fault of the person, is unable to obtain a release before the expiration of the five-year period.
3. Service required beyond five years to complete an initial period of obligated service.
4. Active duty service (other than for training) performed because of a national emergency or war, or in support of a critical or operational mission.

VIII. ALTERNATIVE DISPUTE RESOLUTION

A. ALTERNATIVE DISPUTE RESOLUTION AND THE OMBUDSPERSON.

The Ombudsperson at Eureka College is appointed by the President from among those who are members of, or are closely affiliated with, the Eureka College community. The Office of the Ombudsperson serves as an alternative dispute resolution resource for the Eureka College community under the ethical principles of independence, confidentiality, impartiality, informality, and privilege as described in “Services of the Ombudsperson” in Appendix 10. Members of the College community who are considering filing a complaint or grievance are encouraged to consult the Ombudsperson. The Ombudsperson has no authority to make decisions, nor is s/he a formal arbitrator or mediator. The Ombudsperson does not act as an advocate. The role of the Ombudsperson is to provide counsel to the complainant on the process to be pursued and, at the complainant’s request, to seek to discover and clarify facts related to the incident or incidents causing the complaint or grievance. In that process, the Ombudsperson may seek to achieve a resolution acceptable to both parties outside of formally established procedures. The Ombudsperson’s role is available for the entire campus community, faculty, staff, and students and is limited to that described in the “Services of the Ombudsperson” in the appendices of the Employee Handbook and the Student Handbook. If attempts to achieve a resolution are not successful, or if the complainant chooses not to request the Ombudsperson’s assistance, the Ombudsperson’s role in the process ends.

IX. GENERAL INFORMATION

- ### **A. DRESS CODE.**
- Employees represent Eureka College to visitors, clients, co-workers, faculty, and students. As an institution we seek to communicate an

image of professionalism to all we come in contact with every day. Appearance and demeanor should reflect this objective at all times.

- B. SMOKING.** The use of tobacco products is prohibited in all indoor College facilities, owned or leased, and in all College vehicles, owned or leased. Under the Smoke Free Illinois Act, smoking is prohibited within fifteen (15) feet from entrances, exits, windows that open, and from ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.
- C. COLLEGE BRAND.** The Eureka College identity package, including an exciting logomark, a positioning statement, and official colors is an important tool used to communicate positively about Eureka's quality and strength. The elements of our graphic identity must be used carefully and consistently, with attention to guidelines and details. The Eureka College Visual/Graphic Standards Guide³ provides basic information regarding proper use of our logomark, wordmark, shield, and official colors. Contact the Marketing Department for further information or assistance.
- D. COLLEGE EQUIPMENT.** Various pieces of college equipment or property are entrusted to each employee to perform work assigned to her/him. If the equipment is in need of repair, servicing, or cleaning, it is expected that the employee report it to her/his department supervisor. The use of college equipment on or off campus for personal use is prohibited and could lead to discipline, including immediate discharge, unless permission has been granted by the department supervisor. Equipment entrusted to you must be returned upon termination of employment.
- E. PERSONAL AUTOMOBILES AND PARKING.** All automobiles operating on the college campus must be registered. Parking registration tags are secured from the Student Programs and Services Office at no cost. The College encourages you to have adequate automobile liability insurance. There is ample parking space on the college campus; thus, parking in unauthorized spaces should not take place. Ticketing may occur for vehicles parked in unauthorized spaces.
- F. CONFIDENTIAL MATERIAL.** Some employees are exposed to items of a confidential nature. This information must not be discussed or released without approval of the proper authority. Unauthorized disclosure of confidential information may be cause for disciplinary action including immediate discharge. The Family Educational Rights and Privacy Act (“FERPA”) states that certain records containing student information, other than “Directory Information,” generally cannot be provided to a third party, including parents, without the express written consent of the student. Please contact the Registrar’s Office with any questions about FERPA.
All employees have a role in protecting the College’s information assets whether or not they deal directly with sensitive or confidential college information. General guidelines to protect and secure personal information include, but are not limited to:

³ http://ww2.eureka.edu/campus/graphic_standards.htm

- Restrict access of information and systems to people who need it to perform their jobs.
- Do not leave paper documents containing sensitive information unattended; protect them from the view of passers-by or office visitors.
- Shred confidential paper documents that are no longer needed and secure such documents until shredding occurs.
- Never allow another person to use your computer account; keep your passwords and computer ID's a secret.
- Workstation screens should not be visible to anyone but the authorized user of secure documents.
- Log out when you leave your computer for long periods of time and "lock" your computer every time that you leave it unattended.

Employee's are required to sign the College's "Confidentiality Agreement".

- G. PERSONAL INFORMATION.** Each employee is required to report any changes that may affect personnel records utilizing the Personnel Data Change Form which can be found on EC Connect. The following changes must be reported to the Human Resources Office:

1. Change of address
2. Change of name
3. Change of income tax exemptions
4. Change of beneficiary for insurance purposes
5. Change of Direct Deposit Information

- H. EC CONNECT INTRANET.** The purpose of this site is to provide the Eureka College community with a communications vehicle designed to house all campus information for easy access. On campus access to the intranet site can be found at <http://ww2.eureka.edu>. This site is accessible ONLY to staff, faculty, trustees, and students.

For off campus access, go to <http://ww11.eureka.edu:2164>. At the password prompt, select the appropriate employee classification then type in your network password (not your Novell Webmail password).

To have information included on the site or for questions concerning copyrighted material contact the Coordinator of Web Services.

- I. NETWORK, SOFTWARE, AND EMAIL POLICIES.** See Appendix 8.
- J. COMPUTER LAB RESERVATION POLICY.** See Appendix 3.
- K. MEETING ROOMS.** Various rooms throughout the campus facilities are available for meetings. Availability and reservations may be obtained via EC Connect⁴ or through the Cerf Center Office.
- L. HEALTH AND SAFETY.** Health and safety are the business of every employee of the College. Some examples of good safety practices are:
1. Maintenance of a work area and desk that is clean and proper.
 2. Keeping desk and cabinet doors closed when not in use.
 3. Informing the department supervisor of any defective equipment so that it can be repaired or replaced.

⁴ http://ww2.eureka.edu/campus/save_room.htm

4. Wrapping broken glass, marking it, and putting it aside (not in the wastepaper basket) for the custodian.
5. Being aware of a potential fire hazard of matches and ashes placed in wastebaskets. The use of candles and open flame items is prohibited in campus buildings and office areas.
6. Keeping restrooms and storerooms clean and orderly.
7. Opening one drawer of a file cabinet at a time to avoid an upset and evenly distribute stored materials to avoid empty bottom drawers that can cause an upset.
8. Taking time to be safe, especially when using stairways; walk, don't run.
9. Avoiding use of makeshift equipment and tools.
10. Not using extension cords over six feet in length except for temporary use (e.g., use with projection). If it is necessary to use extension cords over six feet, making appropriate arrangements so they are not hazardous.
11. Driving vehicles with care and watching for pedestrians.

If an unsafe working condition is noted, including a condition that could cause an accident, employees are requested to report it to the department supervisor.

M. HUMAN RELATIONS. Every employee has a moral obligation to see that the College is a little better for them having been an employee. The courtesy extended to others generates a spirit of human dignity. Consideration of fellow employees, students, clients, and vendors is reflected in the promptness with which the telephone is answered, the respect given to those with whom an employee works, and the attitude expressed toward fellow employees.

N. NEPOTISM POLICY. Refer to Appendix 7.

O. CONSENSUAL RELATIONS POLICY. Refer to Appendix 4.

P. PROTECTION AGAINST PERSONAL LOSS IN COLLEGE BUILDINGS. Employee personal property brought to the campus is not considered to be in the care, custody, and control of the College and is not covered by any of the College's insurance coverage should the property become damaged or stolen. Personal property is the responsibility of the individual. Employees are encouraged to minimize the amount of personal property used in their work. To the extent that the use of personal property is necessary in an employee's work, the employee should have her/his own personal fire and homeowner policy endorsed to include items used and/or in her/his possession.

Q. NOTARY. Eureka College employees may have documents notarized at no charge. Contact the Business Office to utilize this service.

R. BONDURANT LOAN FUND. Limited funds are available for issuance of short-term loans to employees. The maximum loan amount at any one time is the equivalent of one month of the employee's net pay. The interest rate will be determined by the current prime rate. The submission of financial statements may be required of the employee. For more information regarding the Bondurant Loan Fund, contact the Comptroller.

S. RELOCATION EXPENSE. Eureka College will reimburse one-half of approved household moving expenses (up to a total reimbursement of \$1,000.00) to full-time employees moving into the area from outside a 150 mile radius of Eureka. Such expenses must be incurred within 18 months of the commencement of employment. Expenses will be limited to actual documented costs (receipts, invoices, etc.); reimbursement for the use of personal vehicles will be limited to

the cost of fuel purchased in the course of the move. Reimbursement requests are to be submitted to the department supervisor for approval and appropriately forwarded to the Business Office.

- T. KEYS TO OFFICES, BUILDINGS, AND MAILBOXES.** Keys are considered to be the property of Eureka College. Requests for office and building keys must be made through the Human Resources Office. Mailbox keys will be issued by the Printshop and Mailroom Manager. See Appendix 6 for complete policy and procedure.
- U. BOOKSTORE DISCOUNT.** All Eureka College employees are eligible to receive a fifteen percent discount on purchases made in the bookstore. Textbooks, sale, and special order items are not eligible for the discount.
- V. EMERGENCY PROCEDURES.** In the event of life threatening or property-theft concerns, CALL EUREKA POLICE 911. In the event of a tornado, take shelter immediately and listen to a battery-operated radio. All buildings have emergency procedures posted near exits and elevators.
- W. LOST AND FOUND.** It is located in the Cerf Center Office.
- X. PHONE CODES.** Employees are issued telephone codes for long-distance telephone calls with the sole purpose to conduct College business only. It is not acceptable for individuals to use telephone codes of other users as telephone codes are identified by department and charged to the employee's primary department.
- Y. PERSONNEL FILES.** The Human Resources Office is the primary custodian of the official employment records of all personnel employed at the College, both past and present. As a matter of policy with regard to employee personal privacy, we will collect and use only that information that is necessary or relevant to the operating needs of the College or the needs of the employee. Internal access will be limited to those who have legitimate business reasons. Information regarding an employee's home address and telephone number will not be released unless there is an obvious "need to know", in case of an emergency, or by consent of the employee.
- The employee's personnel file shall be available for examination and review by the employee. Such review or examination shall take place during regular business hours in the Human Resources Office in the presence of the record's custodian or her/his designee, and only upon prior notice. Employees will be asked to sign a written form requesting access to her/his file and present valid identification. Nothing may be taken from or added to a personnel file during the review. In most cases, a personnel file will be made available within 72 hours from receipt of the written request.
- An employee may request copies of items in their personnel file. The first ten (10) copies/pages are free. More than 10 copies/pages within a 3-month period will be charged at \$0.05 per page.
- Z. RESERVING COLLEGE CARS AND SHUTTLES AND RENTAL VEHICLES.** College vehicles and rental vehicles are to be used for college business only and must be driven by college employees (not student employees.) All College vehicles are parked in the lot at the corner of Burgess and James Street. Reservations for College vehicles will be determined on a first-come, first-served basis. Mileage will be charged to the user's division or department at

established per mile rates. The current rate may be obtained by contacting the Business Office.

Usage of College cars is coordinated through the Office of Admissions.⁵ Usage of College shuttles and rental vehicles is coordinated through the Operations & Maintenance Office.⁶

AA. ALCOHOL AND DRUG POLICY.

1. Eureka College strictly prohibits the manufacture, distribution, dispensing, or unlawful possession or use of any controlled substance on College premises. Anyone who violates any portion of this rule will be disciplined according to the severity of the violation. Such discipline may include termination of an employee as well as referral for prosecution by the appropriate law enforcement agency.
2. While under the employ of the College, any staff member convicted under a criminal drug statute for an offense which occurred entirely or in part at the College or in a College activity, whether on or off campus, must report that conviction to the VP Finance and Facilities/CFO. Reporting should take place within 5 days of the conviction. Failure to report such convictions may result in immediate termination from the College. The conviction, when reported, will be reviewed and disciplinary action may be taken as appropriate.
3. We believe that alcoholism and drug addiction are illnesses and should be treated as such, and that the majority of those who develop an alcohol or other drug addiction can be helped to recover. The College offers assistance by referral to an appropriate agency or other resource.
4. We believe the decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the individual. The decision to seek treatment will not be detrimental to employment. Check the College's health plan for coverage. Eureka College will not be responsible for any additional cost not covered by health insurance.
FAILURE TO COMPLY WITH CONDITIONS OF A TREATMENT PROGRAM COULD RESULT IN TERMINATION OF EMPLOYMENT.
5. We believe that confidential handling of the diagnosis and treatment of alcoholism and other drug addiction is essential.

Alcohol and Drug Abuse Treatment Programs:

Tazewood Mental Health Center-Eureka Clinic, Eureka, Illinois
Advocate Eureka Hospital, Eureka, Illinois

- AB. TELECOMMUTING POLICY** Eureka College (the "College") may allow employees in certain positions to telecommute (work remotely or work from home). This policy applies to employees permitted to telecommute on a regular basis. This policy does not apply to requests for reasonable

⁵ http://ww2.eureka.edu/campus/sodexo/maintenance/Campus_Car_Usage_Details.pdf

⁶ <http://ww2.eureka.edu/campus/sodexo/maintenance/CampusShuttleUsage.pdf>

accommodation or occasional work from home arrangements such as in instances of inclement weather.

1. **Eligibility** Telecommuting must be approved in advance by Human Resources. Permission to telecommute is at the College Administration's discretion and can be withdrawn at any time. The College will determine whether an employee is authorized to telecommute for a continuous period and what call-in and authorization requirements will be applicable to the employee. This information will be detailed in a separate Telecommuting Agreement between the College and the employee.
2. **The College's Policies Remain in Effect** Employees permitted to telecommute must continue to abide by the College's policies at all times the Employee is performing work, on the College's time, or serving as a representative for the College. Failure to follow the College's policies may result in discipline, withdrawal of telecommuting approval, and/or termination of employment.
 - a. Employees are prohibited from performing unauthorized work during their telecommuting work hours.
 - b. The College may require employees who telecommute to report to work on campus as needed or requested.
 - c. Employees must still abide by the Information Technology Policy (the "Policy"). Obligations set forth in the Policy related to logging in and/or out of the College's system when leaving the building apply to remote workers when they leave their workstations. Additionally, even if the employee is working remotely, the College's computers and systems may only be used for College business.
3. **Written Telecommuting Agreement** When a request to telecommute is approved, an employee will be required to sign a written telecommuting agreement that explains:
 - a. Permission to telecommute can be withdrawn at any time.
 - b. The agreed-upon hours of work and, if the employee is a non-exempt employee, how hours will be recorded.
 - c. Expectations regarding how frequently the employee and the employee's supervisor will communicate and the agreed upon method to be used for such communications.
 - d. The employee's responsibilities, including safeguarding the College's equipment and confidential information and consulting local tax and zoning ordinances that may impose requirements on the employee or impose limits on conducting business from the employee's home.
 - e. Work space setup.
 - f. A statement that the College will periodically review the telecommuting arrangement.
4. **Trial Period** The College may evaluate the telecommuting employee's performance during a trial period, which may be any period of time

determined by the College. This evaluation should include frequent interaction by phone and e-mail between the employee and the supervisor, and weekly meetings to discuss work progress and problems. The Telecommuting Agreement will provide specifics regarding the expectations for frequent communication and set follow up meetings. The College will have the discretion to require such weekly meetings to be face-to-face meetings if needed. At the conclusion of the trial period, the telecommuting employee and the supervisor will each complete an evaluation of the arrangement and make recommendations for continuance, modification, and/or termination of the telecommuting arrangement.

5. **Equipment and Technology Support** The College will determine and provide what equipment is needed for telecommute work.
 - a. To the extent that the employee wants equipment outside of the equipment determined by the College as necessary, the employee will be responsible for providing any other equipment they feel is appropriate to perform the functions of their position at the employee's expense.
 - b. Any equipment supplied by the College is to be used solely by the employee and for College business purposes only.
 - c. The College will be responsible for repairing damage to any of the College's equipment that is a result of normal wear and tear as determined by the College. However, the employee is responsible for any other damage to College-owned equipment including, but not limited to, damage caused by the employee's negligence and employee's intentional damage to College-owned equipment.
 - d. The employee must immediately return all College-owned equipment when the telecommuting arrangement ends or at any time requested by the College.
 - e. The employee acknowledges that employee's access and connection to the College's network(s) may be monitored.
6. **Security** The employee is responsible for securing any College property in employee's possession from theft. Employees must also use secure remote access procedures any time employees access the College's computer network, including College e-mail.
 - a. The employee must comply with all of the College's security protocols and the employee must at all times take all necessary steps to protect the security of the College's IT systems and the confidentiality of the College's customers.
 - b. The employee must agree to maintain confidentiality by using secure passwords, locked file cabinets, and maintaining regular anti-virus protection and computer backup. The employee must further agree not to download College confidential information or trade secrets onto a non-secure device.

- c. The employee must agree not to share the employee's password with anyone outside of the College. If any unauthorized access or disclosure of confidential information occurs, the employee must inform the College immediately.
 - d. Employees working remotely are also required to dispose of paper records and reports in a secure manner. Employees will be required to provide any necessary equipment for their remote locations in order to properly comply with the College's destruction obligations.
7. **Expenses** Other than as set forth above in the Equipment and Technology Support provision, the College will not be responsible for any costs employee incurs for setting up a remote office or expenses employee incurs in order to work remotely including, but not limited to, the following costs:
- a. Establishment of a landline.
 - b. Long distance charges.
 - c. Office products.
 - d. Internet access.
 - e. Electric bills.
 - i. To the extent that the Employee's Telecommuting Agreement includes different terms related to the College's agreement to provide equipment or assume responsibility for expenses, the Telecommuting Agreement will control.
8. **Workers' Compensation** Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event employee incurs a job-related injury while working remotely, the employee should report the incident to the employee's supervisor following the procedures outlined in the College's Workers' Compensation Policy.
9. **HR Administration** The College's Director of Human Resources is responsible for the administration of this policy. If an employee has any questions regarding this policy or telecommuting that are not addressed in this policy, please contact the Director of Human Resources.
10. **Conduct Not Prohibited** This policy is not intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or any other legally required or protected activities.
11. **No Modification of Employment Status** This Telecommuting Policy does not set terms or conditions of employment, provide for a set term of employment, modify any at-will employment relationship or contractual employment relationship that already exists, or create an employment contract (express or implied). If the employee is an at-will employee, the employee will continue to be employed on an at-will basis and both the

employee and the College will have the right to terminate the agreement at any time, with or without notice, for any reason that is not unlawful.

AC. CONTAGIOUS DISEASE POLICY Eureka College will not discriminate against any job applicant or employee solely based on the individual having a contagious or communicable illness or disease. Applicants and employees will not be denied access to campus solely on the grounds that they have such a medical condition. However, the College reserves the right to exclude a person with such a medical condition from campus, and contact with others, if the College finds that, based on a medical determination or guidance from the Centers for Disease Control, such restriction is necessary for the welfare of the individual or others.

The College will also take reasonable steps to protect the campus, and workplace, in the event of an infectious illness or disease outbreak. In such situations, the College will attempt to reduce the possibility of transmission of the illness or disease by following guidelines provided by the Center for Disease Control and employees will be required to abide by the procedures the College puts in place. The College may provide notifications to other employees and students when such a situation arises but will protect the confidentiality of the individuals involved to the extent possible and as required under applicable law.

If any employee learns that he or she may have a contagious, communicable, or infectious illness or disease, including COVID-19, the employee may not come to campus, but is required instead to immediately notify Human Resources and their supervisor by phone of the situation. Human Resources or their supervisor will provide further guidance for the employee. If any employee learns that another employee may have a contagious, communicable, or infectious illness or disease of a temporary nature, the employee who learns of this information is to immediately notify Human Resources.

AD. WORKPLACE MASK POLICY – 2020 The health and safety of employees is our highest priority. Eureka College will continue to follow the guidance issued by the CDC and the newly issued guidance from the Illinois Board of Higher Education when the College opens for the fall 2020 semester. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times* while in the workplace. Eureka College branded face masks have been purchased and issued to most employees. Please contact your direct supervisor if you have returned to campus but have not yet received a face covering.

The CDC provides directions on how to wear, wash, and dispose of face masks at the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Exceptions:

1. Employees whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to you, please contact HR [hr@eureka.edu].
2. Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
3. Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.