

# **STAFF HANDBOOK**

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## TABLE OF CONTENTS

<b>I. INTRODUCTION</b> .....	<b>1</b>
<b>II. EMPLOYMENT PROCEDURES</b> .....	<b>1</b>
<b>III. COMPENSATION</b> .....	<b>2</b>
<b>IV. FRINGE BENEFITS</b> .....	<b>2</b>
<b>V. WORK SCHEDULE</b> .....	<b>5</b>
<b>VI. EMPLOYEE DISCIPLINE</b> .....	<b>6</b>
<b>VII. GRIEVANCE PROCEDURES</b> .....	<b>6</b>
<b>VIII. TERMINATION</b> .....	<b>8</b>

## I. INTRODUCTION

This Handbook is provided for guidance and specific matters concerning Staff and is supplementary to the Employee Handbook. In cases of conflict, the Staff Handbook takes precedent over the Employee Handbook. All employment policies, practices, and guidelines outlined in this Handbook may be revised, revoked, or supplemented at any time, at the sole discretion of the College's Board of Trustees. These policies are unilateral guidelines used by the College as an employer. No promises, representations, or inducements have been made, nor are any made hereby on the College's behalf, to any individual as a result of this publication. Nothing herein is, nor shall it be, construed or deemed to constitute a contract of employment or any part of any contractual obligation in any respect whatsoever.

## II. EMPLOYMENT PROCEDURES

- A. ORIENTATION PERIOD.** A ninety day (90 calendar days) orientation period will begin upon hire or transfer to a new department to allow the department supervisor and the employee an opportunity for mutual evaluation. A formal performance evaluation process ordinarily is conducted at the end of the 90-day period.

With respect to new hires;

- During the 90-day period the College may discharge the individual or the individual may resign at any time without recourse to the grievance procedures contained in this Handbook.
- Paid sick and vacation days accrue effective on the date of hire but may not be used during the orientation period.
- Absences during the orientation period generally will be unpaid. Any absence occurring during the orientation period must be reported in writing by the supervisor to the Human Resources Office immediately upon the employee's return to work.

Nothing concerning the orientation period shall be construed as any guarantee of employment for any period after completion of the same. The College reserves all its rights and grants to all its employees their rights available in "at will" employment. Employees may be terminated at any time, including during or after the Orientation Period, for any reason, with or without cause, at the discretion of Management.

- B. EMPLOYMENT EVALUATION.** Employee performance evaluations generally are conducted annually and serve to communicate departmental/College-wide goals and job performance expectations, facilitate constructive discussion regarding employee job behavior and supervisor expectations, give the employee feedback regarding specific changes which will improve job performance, and provide an objective and fair method to insure the employee is performing duties within the job description.

- C. **PROMOTION AND/OR TRANSFER.** All promotions are based on personal growth, merit, and the needs of the College. The College always attempts to fill its vacant positions with those having the best qualifications and abilities. Current employees may apply for any open position for which they feel qualified and their application will be given consideration alongside other applicants. An employee may be recommended for promotion by her/his department supervisor based on evaluation of performance and qualifications. Transfers from job to job generally are permitted when in the best interest of the College and/or when desired by the employee.

### III. COMPENSATION

- A. **NON-EXEMPT STAFF OVERTIME.** Under normal circumstances, non-exempt staff work schedules will be planned so that no more than forty (40) hours of work is required or approved in any one week. (The work week is from 12:01 a.m. Sunday through 12:00 midnight Saturday.) If work is required of a non-exempt staff member beyond 40 worked hours in a week, the employee is entitled to overtime pay at one and one-half times the normal hourly rate. Any overtime work must be approved and authorized by the department supervisor in advance.
- B. **OVERTIME FOR EXEMPT STAFF.** Overtime pay does not apply to staff classified as exempt, who may work more or less hours in any respective day, week, or month depending on the responsibilities of their position and the expectations of their supervisors.

### IV. FRINGE BENEFITS

#### A. EMPLOYEE BENEFITS

1. **MAINTENANCE DEPARTMENT NON-EXEMPT PERSONNEL RETIREMENT PLAN.** All full-time non-exempt maintenance department staff, excluding management, are covered under a voluntary Tax Deferred Retirement Account (TDRA) Plan. Eureka College will match 50% of the first 6% of the employee's contribution. For further information, please refer to your Tax Deferred Retirement Account brochure.
2. **HOLIDAYS.** Paid holidays generally are not scheduled work days; however, if an employee is scheduled to work on a holiday or a day celebrated as such by prior arrangement with the department supervisor, the employee having duty assignments on the holiday (or day celebrated in lieu thereof) may arrange time off with pay on an alternate day. The paid holidays are as follows:<sup>1</sup>
  - a. Martin Luther King Day
  - b. Good Friday
  - c. Memorial Day
  - d. Independence Day

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<sup>1</sup> For those holidays that also are federal holidays, the date of federal observance will be the paid holiday.

- e. Labor Day
- f. Thanksgiving Day and the day after
- g. Christmas Eve Day and Christmas Day
- h. New Year's Eve Day and New Year's Day

**3. VACATION REQUESTS AND ACCRUAL.** Employees requesting vacation time must submit a vacation request form to their supervisor for approval.<sup>2</sup> Every effort will be made to honor an employee's request, however, there may be conditions and conflicts that may cause the specific vacation time requested to be denied. **Vacation time may be used in one-hour increments.** "Accrued vacation days" are earned vacation days, less days used. Newly hired or rehired individuals may not utilize paid vacation during the initial 90 days of employment. For full-time employees working a reduced schedule (less than an average 40-hour work week), vacation benefits are pro-rated based on the employment schedule. For the purpose of this section only, the term "year" shall mean calendar year beginning January 1.

Vacation Periods and Limitations:

a. Exempt Staff.

An employee holding this classification is entitled to take up to, but not more than twenty (20) paid vacation days each calendar year. Vacation days shall accrue at the rate of 1.67 days per month during each year. No more than twenty (20) accrued vacation days may be carried forward to the next calendar year and any excess will be forfeited.

b. Non-exempt Staff shall be entitled based on years of service as follows:

1. An eligible employee who has been employed as a full-time employee in this classification for less than ten (10) consecutive years of employment shall be entitled to take up to ten (10) paid vacation days each calendar year. Vacation days shall accrue at the rate of .84 days per month during each year. No more than ten (10) accrued vacation days may be carried forward to the next calendar year and any excess will be forfeited.
2. An eligible employee who has been employed as a full-time employee in this classification for at least ten (10) consecutive years but less than fifteen (15) consecutive years of employment shall be entitled to take up to fifteen (15) paid vacation days each calendar year. Vacation days shall accrue at the rate of 1.25 days per month during each year. No more than fifteen (15) accrued vacation days may be carried forward to the next calendar year and any excess will be forfeited.
3. An eligible employee who has been employed as a full-time employee in this classification for at least fifteen (15) consecutive years of employment shall be entitled

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<sup>2</sup> <http://ww2.eureka.edu>, then Staff page/The Business Office/Vacation Request

to take up to twenty (20) paid vacation days each calendar year. Vacation days shall accrue at the rate of 1.67 days per month during each year. No more than twenty (20) accrued vacation days may be carried forward to the next calendar year and any excess will be forfeited.

- c. All unused vacation days must be utilized during periods of leave taken under the Family and Medical Leave Act; however, short term illness or disability occurring during any regular vacation period will not lengthen the vacation period or remove those days from the vacation period.
- d. Employees who are discharged or voluntarily leave the College are eligible for payment of accrued but unused vacation, reduced by any forfeiture to the limit of eligible carryover.

4. **SICK LEAVE.** Full-time benefits eligible exempt and non-exempt staff members accrue 10 hours of sick leave per month (15 days per year) up to a maximum of 720 hours (90 days). For full-time employees working a reduced schedule (less than an average 40-hour work week), sick leave benefits and total maximum are pro-rated based on the employment schedule.

Part-time staff members are not eligible to receive sick leave benefits.

The College does not pay for unused sick leave benefits upon termination of employment. Newly hired or rehired individuals may not utilize paid sick leave during the initial 90 days of employment.

Sick leave generally is to be used for illness, injury, or healthcare provider appointments for the employee or the employee's dependents. Absence due to sickness must be reported per the employee's departmental reporting procedure prior to the employee's regularly scheduled starting time for each day of sickness. Sick leave may be used in one-hour increments.

Failure to advise the College may result in loss of pay for that day, disciplinary action, or both. On the 4<sup>th</sup> scheduled and missed day, the Human Resources Office must be notified of the absence in addition to the supervisor.

An employee whose situation permits her/him to plan in advance when a condition will require her/him to be absent from work is instructed to notify the department supervisor and the Human Resources Office of the need for leave as soon as the condition is known. Human Resources may request the employee to provide medical certification concerning the same.

The College reserves the right to require a physician's statement for any absence in excess of three (3) days before reinstatement to active status. Usage of sick leave must be recorded on the applicable attendance record

(see Section V. B. of this Handbook.) All unused sick leave must be utilized during leave taken under the Family and Medical Leave Act.

- 5. PERSONAL LEAVE.** Sixteen (16) hours of personal leave are awarded to each employee annually on January 1. On the initial January 1 following date of hire a pro-rated number of hours will be awarded, based on date of hire. Unused hours cannot be carried over from one calendar year to the next nor are they compensated for at termination. For full-time employees working a reduced schedule (less than an average 40-hour work week), personal leave benefits are pro-rated based on the employment schedule. Newly hired or rehired individuals may not utilize personal days during the initial 90 days of employment. **Personal leave may be used in one-hour increments.**

## V. WORK SCHEDULE

Offices will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday, **with the exception of summer hours as detailed below.** All Staff employees are expected to follow this schedule unless otherwise directed by their supervisor. This will include an eight (8) hour workday (40 hours per week) with one unpaid hour taken for lunch at a time approved by the supervisor.

**Summer office hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday, beginning on the Monday following graduation and ending on the Friday of the first full week of August.**

Non-exempt staff working more than 40 hours per week (excluding holiday, sick, personal, vacation or other un-worked but paid time) will be paid at the overtime rate as stated in Section III. A. of this Handbook.

- A. TARDINESS AND ABSENCES.** If it is necessary for an employee to be late or absent for any reason, s/he should advise her/his department supervisor before the regularly scheduled starting time. If the department supervisor is not available, an employee should follow guidelines for reporting established by the supervisor. Failure to so advise the College may be cause for disciplinary action. See Section II.A. of this Handbook regarding absences occurring during the new hire 90-day orientation period. **Non-exempt staff generally are required to utilize available accrued paid leave to cover any period of absence.**

- B. ATTENDANCE REPORTING.** Benefits eligible exempt staff are required to maintain a monthly record of attendance utilizing the appropriate absence report form<sup>3</sup>. This form is to be submitted to the department supervisor at the end of each month for approval and then forwarded to the Human Resources Office. Non-exempt staff are required to maintain a weekly record of time worked, utilizing the appropriate employment record form.<sup>4</sup> All non-exempt staff

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<sup>3</sup> ww2.eureka.edu/staff/hr/TimeSheets/Exempt.pdf

<sup>4</sup> ww2.eureka.edu/staff/hr/TimeSheets/FTNonExempt.pdf or /PTNonExempt.pdf

employment record forms are to be submitted to the department supervisor for approval and then forwarded to the Human Resources Office in accordance with the deadlines published on the applicable pay schedule.

## **VI. EMPLOYEE DISCIPLINE**

For many types of rules violations, the College has adopted a program of progressive discipline. If there is a question as to the appropriate form of discipline, the decision of the department supervisor shall be determinative. As a rule, progressive discipline usually is appropriate under circumstances of relatively minor infractions where the department supervisor believes that counseling and progressive discipline may be useful in assisting the employee to overcome the offending habit(s) or practice(s).

Even where utilized, forms of progressive discipline may vary from case to case. The basic guideline of progressive discipline provides:

1. Oral warning. Counseling the individual that repetition of certain conduct will result in discipline. Even though this is an “oral warning,” the department supervisor must make written record of the communication of such an oral warning for placement in the individual’s personnel file. The decision as to whether to give an oral warning or proceed to another form of discipline is left to the discretion of the employee’s supervisor.
2. A written warning. A formal statement informing the individual of her/his commission of an infraction and stating that a further rules violation will result in further disciplinary action.
3. Suspension without pay. This action is always communicated in writing following consultation by the department supervisor with the appropriate Senior Staff member.
4. Dismissal. This action is always communicated in writing following consultation by the department supervisor with the appropriate Senior Staff member.

Progressive discipline may not be utilized in each case. Some employee actions may be considered so serious as to justify immediate dismissal without prior “warning” or a “suspension.” While progressive discipline usually is preferred, nothing in these guidelines requires its utilization in every case. Moreover, even where progressive type discipline is utilized, nothing in these guidelines shall be deemed to preclude skipping or eliminating steps where circumstances dictate. As an example only, in some circumstances a suspension without pay may exacerbate the very situation to be remedied and consideration might be given to disciplining the employee with a final written warning in lieu of a suspension without pay.

Copies of all documentation pursuant to disciplinary action must be forwarded to the Human Resources Office for placement in the employee’s personnel file.

## **VII. GRIEVANCE PROCEDURES**

Not all employment related decisions please everyone every time. To provide a sounding



board and a means to air such disputes and provide a different perspective, the College has adopted this grievance procedure. An employee who feels s/he has an employment related complaint or problem should follow the procedure set forth below:

1. Within five (5) working days of the employee's discovery that a dispute or complaint exists, the employee must fill out a grievance form (available at the Human Resources Office), present it to her/his department supervisor and arrange for a meeting to discuss the same with the department supervisor. Within five (5) working days after said meeting (excluding Saturday, Sunday, holidays, or any paid leave days), the department supervisor or their agent will respond in writing to the grievant stating whether the grievance is granted or denied in whole or in part and, if granted, the corrective action to be taken.
2. Should the grievant be dissatisfied with the response given in Step One, s/he must appeal that response to the appropriate Senior Staff member in writing within five (5) days (excluding Saturday, Sunday, holidays, or any paid leave days). Failure to file a timely appeal to Step One will result in the Step One response being final. At Step Two, the appropriate Senior Staff member will review the matter in the manner s/he deems appropriate, whether by discussing the same with grievant and/or the department supervisor, and provide the grievant with a response in writing within ten (10) days (excluding Saturday, Sunday, holidays, or any paid leave days) stating whether the appeal is granted in whole or in part and, if granted, the corrective action to be taken.
3. If the response given in Step Two is not satisfactory to all involved parties, then any or each of such parties may seek, by written request to the Human Resources Office, the involvement of the Human Relations Review Committee (HRRC) to determine if an agreeable solution is possible. The HRRC must make their written recommendation as to the resolution of the matter within ten (10) working days (excluding Saturday, Sunday, holidays, or any paid leave days) of the date on which the HRRC was requested to assist in the resolution of the matter. (Refer to Section IV, B of the Employee Handbook for description of the HRRC.)
4. If the determination of the HRRC is not satisfactory to the grievant, s/he must within five (5) working days (excluding Saturday, Sunday, holidays, or paid leave days) by written request make an appeal to the Vice President of Finance and Facilities/CFO. Failure to bring a timely appeal shall result in the Step Three response becoming final and binding and without further right of appeal. A written report of the action taken by the Vice President of Finance and Facilities/CFO will be given to the appellant, and a copy of this report with the written grievance will be made a part of the appellant's or grieving party's personnel file. This response from the Vice President of Finance and Facilities/CFO normally will be made within ten (10) working days from the date the appeal is filed. The decision of the Vice President of Finance and Facilities/CFO is final.

Copies of all documentation pursuant to the grievance must be forwarded to the Human Resources Office for placement in the employee's personnel file.

## VIII. TERMINATION

- A. EXIT INTERVIEWS.** The exit interview is the employee's last formal employment contact with the College and is held, if possible, by the immediate supervisor and the Human Resources Office on the employee's last day on the job. The interview should be scheduled for all types of terminations, whether voluntary or otherwise. A completed exit interview form, all college property including, but not limited to, files (electronic and hard copy), photographs taken for College purposes, keys, college ID, and parking registration tag generally must be returned before the employee receives her/his final paycheck. The Vice President of Finance and Facilities/CFO is responsible for release of the final payroll check on the date of separation if possible, however, not later than the next regularly scheduled payday, which will include pay for accrued but unused vacation, reduced by any forfeiture to the limit of eligible carryover per Section IV. A. 2. a. and b. of this Handbook. All employees are offered the opportunity to meet with the Vice President of Finance and Facilities/CFO prior to their exit.
- B. VOLUNTARY RESIGNATION.** Any employee who plans to leave employment of the College at any time after the conclusion of her/his 90-day orientation period generally must give her/his department supervisor at least two weeks' written advance notice. Failure to give this notice is noted on the employee's personnel report and generally shall disqualify the individual from consideration for rehire to any position.
- C. MAJOR INFRACTION OF RULES.** In addition to the various work rules, violations of which may lead to discipline, some conduct including, but not limited to, the following list is deemed so improper by the College that employees engaging in the same will be subject to immediate discipline as outlined in Employee Discipline (see Section VI of this Handbook).
1. Reporting for work under the influence of or in possession of any unlawful controlled substance.
  2. Disobedience, insubordination, or refusal to carry out instructions given by supervisory personnel.
  3. Theft, wrongful appropriation, or concealment of college property or the property of another person.
  4. Falsification of any reports, including those relating to attendance, hours worked, or overtime.
  5. Failure to report to work for three (3) consecutive days without proper notification.
  6. Fighting on college property.
  7. Gambling on college property.
  8. Willful or wanton destruction of college property or the property of others.
  9. Falsification or tampering with any college records including those of other persons.
  10. Any act or conduct whether committed on or away from the College property which is either criminal in nature or which is not in keeping with the high contemporary standards required of College personnel and which does harm, or could reasonably be expected to harm, the College, its

property, reputation, operations, or its mission, or which could cause financial loss or liability to the College, its Staff, Faculty, Trustees, or Students.

11. Discrimination in employment practices.
12. Harassment.