

Louisburg College

Employee Handbook

Revised May, 2005
Business & Human Resources Office

EMPLOYEE ACKNOWLEDGMENT FORM

The Louisburg College employees' handbook describes important information about Louisburg College, and I understand that I should consult my immediate supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits herein described are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that such changes will be communicated through official notices. I also understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of Louisburg College can adopt any revisions to the policies in this handbook.

I have entered my employment relationship with Louisburg College voluntarily and acknowledge that there is no specific length for my term of employment. Accordingly, either I or Louisburg College can terminate the employment relationship at will, with or without cause, with appropriate notice.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

Employee's Signature

Date

Employee's Name (Typed or Printed)

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1.0 HISTORY, PURPOSES AND GOALS, GOVERNANCE, ADMINISTRATIVE STRUCTURE, AND COMMITTEE STRUCTURE

1.1 HISTORICAL SKETCH

Louisburg College, is a two-year, residential, co-educational institution of higher learning, related by faith to the North Carolina Annual Conference, Southeastern Jurisdiction of The United Methodist Church. Louisburg College traces its roots to 1787, when the North Carolina State Legislature issued a charter to establish the Franklin Academy. This was the first educational institution to be located on the current site of the College. In the early nineteenth century two private academies, for men and women respectively, flourished here. In 1854, Louisburg Female College was chartered and the building known as Old Main, was built to house it. Louisburg Female College remained open during the Civil War, but functioned only intermittently in the difficult years of Reconstruction.

They reopened the College in 1886. Financial difficulties however, soon caused its sale to Washington Duke, a Durham tobacco tycoon and Methodist Philanthropist. Upon his death in 1907, his son and heir, Benjamin N. Duke, donated the property to the North Carolina Conference of the Methodist Episcopal Church, South. This act officially established a relationship between the College and Methodist Church that had already existed in fact, since the College was always under the direction of Methodists.

The institution, now known as Louisburg College, grew during the second and third decades of the twentieth century. Under economic pressures of the Great Depression however, Louisburg College became coeducational in 1931. During this time, the institution also had to borrow money to remain open, but by the end of World War II, they had repaid all institutional debt. In 1952 Louisburg College was accredited by the Southern Associations of Schools and Colleges. The College experienced its greatest decade of growth in the sixties and has remained a viable institution of higher learning ever since.

Presidents of Louisburg College since it became coeducational:

1931-1937	Armour David Wilcox
1937-1939	D.E. Earnhardt
1939-1947	Walter Patten
1947-1955	Samuel M. Holton
1955-1975	Cecil W. Robbins
1975-1992	J. Allen Norris, Jr.
1993-1998	Ronald L. May
1998-2001	Rosemary Gillette-Karam
2002-Present	Reginald W. Ponder

1.2 STATEMENT OF PURPOSE

Louisburg College, is a two-year, residential, co-educational institution of higher learning, related by faith to the North Carolina Annual Conference of the United Methodist Church. The College provides an associate degree, university-parallel liberal art program designed for students planning to complete baccalaureate degree at senior institutions. The College also provides associate degree programs to prepare students for career opportunities upon graduation from Louisburg College.

Louisburg College is an intellectual, cultural and a spiritual center for the surrounding community. The College provides a nurturing environment for students to prepare for further study, to learn to meet the challenges of living and working in a modern society, and to develop spiritually by serving God and humanity.

1.3 EDUCATIONAL GOALS

Louisburg College has established as its goals:

- 1) To prepare academically, students for transfer to senior institutions.
- 2) To prepare academically, students in non-transfer career programs for immediate employment.
- 3) To provide adequate opportunities for all students to grow intellectually, socially, culturally and spiritually.

1.4 GOVERNANCE

The ultimate responsibility for the governance of the College rests with the Board of Trustees which governs directly or indirectly through the President and his/her administrative staff. The Board of Trustees delegates considerable responsibility to the President and his/her key staff members. Trustees are kept informed of all major activities by communications and meetings with the President and his/her staff. The informative process includes at least three meetings of the Board each year and many involvements of Board members in committee meetings and individual consultations. The President and his/her staff also consult with the Executive Committee and other standing committees of the Board, during the early planning stages for any significant action or activity under consideration.

The faculty is considerably involved in the governance of the College through various committees described later in this section. Most faculty members serve on at least one major committee each year. According to the College Bylaws, the President appoints all faculty committees. There is, however, a nomination process for some faculty committees by which the Faculty submits nominees for the President's consideration.

1.5 THE COLLEGE AND THE UNITED METHODIST CHURCH

Louisburg College is chartered as a North Carolina nonprofit corporation. The current Charter is a Restated and Amended Charter dated November 19, 1992. The Charter states that: "The business affairs of the corporation will be vested in, administered and managed by the Board of

Trustees of Louisburg College, Inc.” (Section Five). The North Carolina Annual Conference of The United Methodist Church fulfills its responsibility and exercises its direction through the North Carolina Annual Conference Board of Institutions Inc., who in turn nominate and elect forty (40) percent of the members of the Board of Trustees. The remaining sixty (60) percent of the Board of Trustees are nominated and elected by a majority of the Board of Trustees.

1.6 BOARD OF TRUSTEES

The governing board of Louisburg College is the Board of Trustees, which consists of not more than 32 members. The Trustees are divided into four classes of not fewer than four members each. The term of office of each successive class expires on June 30 of each year.

The only requirement for membership on the Board of Trustees is that each member will be at least twenty one years of age. The Board, however, attempts to make itself a diversified body and seeks to maintain proportionate representation from various categories of both men and women, including ministers, alumni, Franklin County residents, United Methodists and people of other denominations.

The duties and responsibilities of the Board of Trustees, as designated in the Charter and in the Bylaws, include the policy making and responsibility for sound resource management of Louisburg College. The Trustees also determine the general, educational and financial policies of Louisburg College. They also have the power to carry out any other functions permitted by the Bylaws and the Articles of Incorporation except as may be limited by law. The Board is also responsible for the election of the President of Louisburg College, the appointment and granting of tenure to the faculty, the granting of diplomas on recommendation by the faculty and the amendment of the Charter and Bylaws.

The officers of the Board of Trustees shall be elected by the Board of Trustees and include a President, one or more Vice-Presidents, a Secretary, one or more Assistant Secretaries. The officers of the Board of Trustees are also officers of Louisburg College Inc. The officers of Louisburg College are the President, Chief Academic Officer, Chief Financial Officer, Chief Student Affairs Officer and Chief Institutional Advancement Officer. The officers of the Board of Trustees, the chairpersons of the standing committees, and the President of the College (ex-officio member) constitute the Executive Committee, which has general supervision of the administration and property of the College.

The membership of the Board of Trustees is divided into seven standing committees elected annually:

- 1) Committee on Nominations and Bylaws.
- 2) Academic Life Committee.
- 3) Student Life Committee.
- 4) Building and Grounds Committee.
- 5) Finance and Endowment Committee.
- 6) Institutional Development Committee.
- 7) Strategic Planning Committee.

The responsibilities of these committees are set forth in the Bylaws of the College. All committees report to the Board at its regular meetings.

2.0 NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our Human Resources policies. Employees are encouraged to familiarize themselves with the contents of this handbook since it will answer most of the more common questions concerning employment with Louisburg College.

This handbook, however, cannot anticipate every situation or answer every question about employment. The handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Louisburg College is obligated to continue the employment relationship if either chooses, at its will, to end the relationship at anytime, with appropriate notice.

To retain the necessary flexibility in the administration of policies and procedures, Louisburg College reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those made by the President of Louisburg College, as authorized by the Board of Trustees.

2.1 EMPLOYEE RELATIONS

Louisburg College believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employees in the area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Louisburg College amply proves its commitment to its employees by responding effectively to employee concerns. Consensual sexual relationships between employees, both faculty and staff, and students are prohibited.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and advancement opportunities to all individuals, employment decisions at Louisburg College will be based on merit, qualifications and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic provided by law.

Louisburg College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. The policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee that has questions or concerns about discrimination of any type, in the workplace, is encouraged to report such issues to their immediate supervisor or the President. Employees can raise concerns and make reports without fear of reprisal. Anyone engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.3 HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be brought to the work environment.

For these reasons, it is the policy of Louisburg College not to hire relatives of employees of "the College." Further, if employees establish such a relative relationship after employment by Louisburg College, the individuals concerned will be allowed to decide which one is to resign. If they do not decide within 30 calendar days, the President may exercise his or her right to decide.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, stepparents, stepbrothers, and stepchildren. This policy also applies to individuals who are not legally related but reside with another employee.

2.4 IMMIGRATION LAW COMPLIANCE

Louisburg College is committed to employ only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

So that the College may comply 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 his or her identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed and I-9 with Louisburg College within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliances without fear of reprisal.

2.5 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Louisburg College wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is able to influence a decision that may result in a personal gain, for that employee or for a relative, because of Louisburg College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms.

However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that s/he discloses to an officer of Louisburg College, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm which Louisburg College does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving Louisburg College.

The materials, products, designs, plans, ideas, and data of Louisburg College are the property of Louisburg College and should not be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment.

2.6 OUTSIDE EMPLOYMENT

It is the policy of the College to permit employees to hold second jobs as long as the job does not compromise the College's interest or adversely affect job performance and ability to fulfill all his/her responsibilities at Louisburg College.

Employees should consider the impact that outside employment may have on their health, and physical endurance. All employees will be judged by the same performance standards and will be subject to Louisburg College's scheduling demands, regardless of any existing outside work requirements.

If Louisburg College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Louisburg College as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Louisburg College.

2.6.1 FULL-TIME FACULTY & ADMINISTRATORS

Full-time faculty and administrators are expected to view Louisburg College as their primary employer. Employment outside the College must not interfere with the responsibilities assumed by full-time faculty members, which include fulfillment of instructional assignments, fulfillment of weekly office hours (normally, 10 hours per week), student advising, attendance at meetings of the faculty members' academic divisions and of the faculty as a whole, and attendance at committee meetings to which faculty members have been elected, appointed, or upon which they have otherwise been asked to serve.

Prior to accepting any employment outside the College, he/she must consult with the Vice President – Academic Life to explain the nature and extent of the additional employment and its compatibility with responsibilities at Louisburg College. Final approval or disapproval of a full-time faculty member's employment outside the college will be rendered by the President of the College upon the recommendation of the Vice President – Academic Life.

Full-time administrators are subject to these same conditions, with approval or disapproval of an administrator's employment outside the College rendered directly by the President without the necessity of recommendation by the Vice President – Academic Life.

2.6.2 FULL-TIME STAFF MEMBERS

Full-time staff members are expected to view Louisburg College as their primary employer. Employment outside the College must not interfere with the responsibilities assumed by full-time staff members, which include the fulfillment of all assigned responsibilities during normal business hours, the fulfillment of responsibilities for activities related to the respective staff members' position which such activities are expected to occur beyond normal business hours, and attendance at meetings of departments, the staff as a whole, and committees to which staff members have been elected, appointed, or upon which they have otherwise been asked to serve.

Prior to accepting any employment outside the College, he/she must consult with the respective head of the department to which the staff member is assigned to explain the nature and extent of the additional employment and its compatibility with responsibilities at Louisburg College. Final approval of a full-time staff member's employment outside the College will be rendered by the President of the College upon recommendation of the head of the staff member's department.

2.7 NON DISCLOSURE

The protection of confidential business information is vital to the interest and the success of Louisburg College. Such confidential information includes, but is not limited to, the following examples:

- 1) Compensation data.
- 2) Donor lists.
- 3) Financial information.
- 4) Student information.

Any employee who discloses confidential business or student information will be subject to disciplinary action, up to and including possible termination of employment, even if s/he does not actually benefit from the disclosed information.

2.8 INTELLECTUAL PROPERTY RIGHTS

It is the policy of Louisburg College to encourage and support the long-standing and traditional rights of students, faculty, and staff on their own initiative to write, create, produce or otherwise generate works or products which are copyrightable, patentable, or of commercial value.

2.8.1 COPYRIGHTS AND PATENTS

In order to encourage pedagogical innovation and a richness and depth in the learning experience, any such materials written, created, produced or otherwise generated by a member of the student body, faculty, or staff shall remain the exclusive property of the student, faculty

member, or staff member, and that person shall have the sole right of ownership and disposition under the Copyright Act except as limited herein [see 2.8.2 “Works for Hire” and 2.8.4. “Substantial Use” below]. In the case of faculty teaching materials, the faculty member will be the sole copyright owner of works that are created independently and at the faculty member’s own initiative for teaching classes (examples include, but are not limited to, class notes, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, pictorial, graphic, and sculptural works, teaching modules, exams, class presentations, web sites, and educational software, commonly known as “courseware,” regardless of the medium in which such works appear, that is, whether in physical representation, on paper, or in audiovisual or electronic form). The College shall be guaranteed reasonable and appropriate access to these faculty materials for use with College students, faculty, and administration for instructional and administrative uses.

Patented materials that are developed by an employee of the College on the employee’s own initiative and time and using the employee’s resources are the sole property of the employee. As noted below in Section 2.8.2, Works for Hire, patents that are produced by an employee of the College at the express request of or under the direct supervision of the College are the joint property of the patent’s creator and the College as noted in 2.8.5.

Such works and inventions may qualify for protection under the laws of the United States of America. Title 17 of the United States Code defines copyright protection, details original works of authorship protected, and outlines the process for protecting such works. Title 35 of the United States Code defines inventions and discoveries, establishes conditions for patentability, and summarizes the process for applying for, review of, and obtaining a patent in the United States of America.

Copyrightable materials include but are not limited to books, pamphlets, brochures, or other printed materials; films, videos, or audio tapes; computer programs or computer-based instructional materials; musical compositions, dramatic productions, and works of art; and any and all other copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations, and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials which the College, in its sole discretion, determines to have commercial value.

2.8.2 WORKS FOR HIRE

“Works for hire” shall be defined as works that are expressly and specifically commissioned by, developed at the express request of, or under the direct supervision of the College.

“Works for hire” may be either specific requirements for employment or an assigned institutional duty included in a written job description or an employment agreement (see section 2.30 of the Faculty Handbook). For works that go beyond what is traditionally required of faculty or staff, there should be a separate contractual arrangement agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the employee and the College if produced by an employee of the College at the express request of or under the direct supervision of the College. The President or his/her designated agent reserves the right to grant to others, including the creator of the qualifying item, copyrights or patents that are the property of the College. To secure the

copyright or patent for an item covered under U.S. Code and created on the College's time or with the College's funds, resources, or as delineated later in this document, a written request must be submitted to the President or his/her designated agent and its permission received.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the creator if produced outside a College employee's work schedule, and if produced by the employee or anyone with funds, resources, and facilities that are not owned or controlled by the College

2.8.3 FAIR USE

At times it may enhance instruction to distribute or otherwise use materials copyrighted by persons not associated with the College. Any person wishing to use such copyrighted materials under conditions not permitted by Title 17, Chapter 1, Section 107—Fair Use of the United States Code must first gain the permission from the author or appropriate owner prior to using such material. The employee who intends to use copyrighted materials must file all correspondence and documentation securing permission with her/his dean or area vice president. The documentation will consist of not less than the letter requesting the approval to copy, the letter of response from the author or owner, and the article or materials to be copied.

Materials written, created, produced, or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent, and exploitation terms and conditions of said grant, contract or agreement. If no such terms and conditions are stated, then the materials produced by the student, faculty member, or staff member shall be subject to the terms of this policy.

2.8.4 SUBSTANTIAL USE

Students, faculty members, or staff members who write, create, produce, or otherwise generate copyrightable, patentable or other commercially valuable materials using College resources shall be governed by the following principles in terms of what constitutes substantial use of College resources:

1. The following resources may be used by students, faculty members, and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for "substantial use" under this policy:
 - a. Personal office space
 - b. Local telephone calls
 - c. Typewriters (but not secretarial service)
 - d. Computers (but not secretarial service)
 - e. Library facilities
 - f. Other students, faculty members, or staff members as consultants.
2. The following College resources, when used by students, faculty members, or staff members for the writing, creation, production, or generation of copyrightable, patentable, or commercially-valuable materials, shall constitute "substantial use" of College resources, and the student, faculty member, or staff member is encouraged to keep accurate and detailed records reflecting his/her use of the resources:
 - a. College clerical services
 - b. Plant and animal specimens

- c. College supplies including but not limited to paper, copying costs, etc.
- d. Laboratory equipment and supplies, chemical supplies
- e. Telecommunication transmission by means of long-distance telephone services
- f. Audio/visual equipment
- g. TV studio (Personnel and supplies)
- h. Paid mail or package delivery, postage, etc.
- i. Computer peripherals equipment
- j. Blank media storage materials, blank film, blank video/audio tapes
- k. Special program equipment such as music synthesizers, audiology synthesizers, etc.
- l. College facilities including but not limited to auditorium, theater, gymnasium, athletic fields, and music and art studios
- m. Any other College resource not included in Section 1 above or any resource used at greater than institutionally-authorized levels.

The College's claim to ownership shall be proportional to the substantial use of College resources as determined by the Faculty Evaluation and Professional Development Committee.

The President may grant an exception to any item(s) listed in number two above. The student, faculty member, or staff member seeking an exception shall submit a written petition to the President specifying the item to be exempted, the length of time of exemption, the intended need for utilization of the College resource(s), and the anticipated value of the material(s) generated using the item(s) specified. The President shall, within thirty (30) calendar days following the submission of the written petition, make a decision and notify in writing the student, faculty member, or staff member of the decision, granting or denying the petition.

2.8.5 DISTRIBUTION OF FUNDS

Funds received by the student, faculty, or staff member from the sale of intellectual property owned by the faculty author or inventor shall be allocated and expended as determined solely by the faculty author or inventor.

Funds received by the College from the sale of intellectual property owned by the College shall be allocated and expended as determined solely by the College.

Funds received by the faculty member and the College from the sale of intellectual property owned jointly by the faculty member and the College shall be allocated and expended in accordance with the specific contractual agreement negotiated for that joint project or "work for hire." If no contract were previously negotiated, then the student, faculty, or staff member shall be entitled to receive 50% of the net profits (any monies received by the employee, as well as the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the jointly owned materials.

In the event of multiple creators, the creators will determine the allocation of their individual shares when the work is first undertaken, as previously delineated in section 2.2.3.1 – Work for Hire.

2.8.6 RESOLUTION OF DISPUTES

Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Faculty Evaluation and Professional Development Committee.

If there is substantive debate about whether or not a work was “for hire” or created through substantial use of the College’s resources, the administration or the faculty member may petition the Faculty Evaluation and Professional Development Committee describing the circumstances under which the materials were or will be generated and the circumstances under which the College resources have been or will be utilized, the extent of the utilization and the necessity for the utilization of College resources, and an accurate accounting of the costs of the resources used in the writing, creation, production, or generation of the copyrightable, patentable, or commercially-valuable materials. That committee shall, within thirty (30) calendar days following the submission of the written description, make a decision and notify in writing all involved parties.

If the materials are deemed not to have been written, created, produced, or otherwise generated “for hire,” the College shall have no rights as to the materials. In such a case, the College shall relinquish all of its rights to the materials by a written waiver of rights signed by the President of the College or his/her designated agent.

If, however, the Committee finds that the materials were written, created, produced, or otherwise generated as “works for hire,” the materials shall then become the property of the College according to the terms and conditions of this policy (see section 2.2.3.2.). The student, faculty member, or staff member shall assign appropriate portions of his/her rights to the College by a written assignment, and in the case of refusal to sign, does, as a condition of employment, appoint the President of the College as his/her attorney in fact, to execute an assignment on the behalf of the student, faculty member, or staff member in accordance with the terms of this policy. The student, faculty, or staff member, upon such assignment of rights, shall be entitled to receive 50% of the net profits (the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the materials. If the Faculty Evaluation and Professional Development Committee determines that the work was generated through the substantial use of College resources but that there are mitigating circumstances which the Committee believes should cause a reduction in the College’s share of revenues, the Committee shall make such recommendation to the President, who shall make the final decision within thirty (30) calendar days.

In addition to making an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights, the Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own.

Finally, if the inventors/creators disagree with the determination of the committee he/she may appeal to binding arbitration. The cost of the arbitration shall be borne equally by the College and the creator(s).

The Committee will review the merits of inventions, and other creations, and make recommendations for the management of the invention, including development, patenting, and exploitation.

The Committee shall also serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

2.8.7 VOLUNTARY ASSIGNMENT

A student, faculty member, or staff member may voluntarily offer or dedicate materials to the College for the securing of a copyright or patent and/or the subsequent exploitation of the materials under College aegis. If such an offer or dedication is accepted by the College through the recommendation of the Faculty Evaluation and Professional Development Committee, the student, faculty member, or staff member shall assign all of his/her rights to the materials to the College and shall thereafter be entitled to receive a negotiated percent of the net profits, as defined hereinabove, if any, derived from the commercial exploitation or dissemination of the materials.

2.8.8 LENGTH OF AGREEMENT

The faculty creator(s) of any work assigned to the College hereunder shall receive appropriate attribution in any commercial exploitation of the work.

The College has determined that, for its purposes only, when the College has obtained rights of whatsoever kind or nature in the copyrightable, patentable, or commercially valuable materials which have been written, created, produced, or otherwise generated by a student, faculty member, or staff member, the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable, or commercially-valuable materials:

1. For a minimum of seven (7) calendar years from the date of assignment;
2. Until such time as the College has recovered all the expenses and costs attributable to the writing, creation, production, generation, and/or exploitation of the materials;
3. For so long as the student, faculty member, or staff member is a student or an employee of the College plus an additional seven (7) calendar years from the calendar date of cessation of student status or employment for whatever reason; and
4. For the life of the copyright or patent.

3.0 EMPLOYMENT CATEGORIES

It is the intent of Louisburg College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship at will, at any time, is retained by both the employee and Louisburg College.

Each employee is designated as either NONEXEMPT or EXEMPT as is defined by federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay, as set forth under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

1) REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work according to Louisburg College's full-time schedule. Generally, such employees are eligible for Louisburg College's benefit package. If eligible, however, such employees are subject to the terms, conditions, and limitations of each benefit program.

2) REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by Louisburg College. If eligible, however, such employees are subject to the terms, conditions, and limitations of each benefit program.

3) PART-TIME employees are those who are not assigned to a temporary or probationary status and who are scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are not eligible for all of Louisburg College's other benefit programs.

4) PROBATIONARY employees are those whose performance is being evaluated to decide whether further employment in a specific position or with Louisburg College is appropriate. The probationary period for all new and rehire employees is 90 days. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

5) TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not, in any way, imply a change in employment status. Temporary employees retain that status unless and until notified in writing, of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Louisburg College's other benefit programs.

6) PER DIEM employees are those who routinely work either a full-time or a part-time schedule and who accept additional compensation in lieu of participation in all but legally

mandated benefit programs. Louisburg College offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of Louisburg College.

7) CASUAL employees are those who have established an employment relationship with Louisburg College but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Louisburg College's other benefit programs.

Normal work hours at Louisburg College for administrative personnel are from 8:30 a.m. to 5:00 p.m., Monday through Friday. Special work hours may be scheduled for the summer months.

3.1 ACCESS TO PERSONNEL FILES

Faculty personnel records are kept in the Vice President of Academic Life's Office and in the Personnel Office. Staff personnel records are filed in the Personnel Office. Access to an employee's personnel file is limited to the employee, supervisors with a need to know, and the Personnel staff. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

3.2 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Louisburg College are well qualified and have a strong potential to be productive and successful, it is the policy of Louisburg College to check the employment references submitted by each applicant.

It is the policy of Louisburg College, for the President or his designee to respond to employment reference checks, only in writing and only to those reference check inquiries submitted in writing. Written responses to such employment reference checks will confirm only dates of employment, wage rates, and position(s) held.

3.3 CHANGE IN PERSONNEL DATA

It is the responsibility of each employee to promptly notify Louisburg College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependants, individuals to be contacted in case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

3.4 ORIENTATION PERIOD

All newly hired and rehired staff employees have a twelve-month orientation period. This period is designed for orienting the new employee to the college community, job training, and allowing a reasonable amount of time for the college and the employee to evaluate the employee's suitability for the job in question.

During the introductory period, as throughout employment, a staff employee is employed at-will. This means that the employee has the right to terminate their employment at any time with or without cause by giving a fourteen-day notice, and the college has the same right.

Any significant absence will automatically extend an orientation period by the length of absence. Upon satisfactory completion of the first 90 calendar days, employees enter the regular employment classification and eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Louisburg College provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

3.5 EMPLOYMENT APPLICATIONS

Louisburg College relies on the accuracy of information contained in the employment application, as well as other data that may be presented throughout the hiring process and employment. The completed application is the property of Louisburg College. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Louisburg College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Unsolicited resumes or applications for employment are not retained by Louisburg College.

3.6 PERFORMANCE EVALUATION

Employees are evaluated annually by the appropriate administrative supervisor 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. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis regularly.

These evaluations are discussed with the affected employee. Copies of these evaluations are filed in the Human Resources Office in the employee's personnel file.

Merit-based pay adjustments are awarded by Louisburg College dependant upon many factors, including the information documented by this formal performance review process.

4.0 EMPLOYEE BENEFITS

Eligible employees at Louisburg College are provided a wide range of benefits. Some programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefit programs are available to eligible employees:

Medical and Dental Insurance	Bereavement Leave
Life Insurance	Jury Duty Leave
Disability Insurance	Medical Leave
Vacation Benefits	Family Leave
Holidays	Personal Leave
Workman's Compensation	Military Leave
Sick Leave Benefits	Retirement Plan
Time Off to Vote	Tuition Remission/Exchange
	Uniforms

Some benefit programs require contributions from employees, but most are fully paid by Louisburg College. The benefit package for regular full-time employees represents an additional cost to Louisburg College of approximately thirty (30) percent of wages.

4.1 MEDICAL and DENTAL INSURANCE

Medical and dental insurance is available for all Regular Full-Time employees through a group policy, with the College paying a percentage of the cost for an employee's coverage. Louisburg College retains the right to change the percentage of its contribution; as a result, the amount paid by the College may vary from year to year. Employees will be notified in advance of any such change. Coverage, for a spouse and/or children, is also available at the employee's expense.

Employees who have a minimum of 20 years of service to the College and who retire after the age of 62 and employees who retire after 30 years of service to the College, regardless of age, may remain on the group plan with the College paying the same percentage of cost as for other employees, until:

- 1) The employee qualifies for insurance under a subsequent employers insurance program, or
- 2) The first of the month after the retired employee's 65th birth date, whichever comes first.

Such retirees may continue their dependent coverage at their expense until the dependants qualify for:

- 1) Coverage under a subsequent employers insurance plan, or
- 2) Medicare or any succeeding plan.

Such dependants must remain qualified for dependant coverage under the guidelines of the group plan. Premium payments to be paid by retirees are due in the Business Office of Louisburg College by the 15th of the month preceding the month for which the premium is to be applied.

4.2 LIFE INSURANCE

A life insurance policy, equal to the greater of \$15,000.00 or one times an employee's annual salary is provided for all qualified Louisburg College employees through a group policy. Supplemental coverage, not to exceed the level of employee's salary or \$35,000, may be obtained at employee cost.

4.3 DISABILITY INSURANCE

Louisburg College also provides disability insurance for all qualified employees. A long term disability policy covers salaried employees, whose annual salary exceeds \$9,500. The disability insurance will pay 60% of an employee's salary for the period of disability or until the employee's 65th birth date, whichever comes first. Coverage begins 90 days after disability.

Salaried employees whose annual salary is less than \$9,500 per year and hourly employees are covered under a weekly disability policy. The policy pays employees \$50 per week for up to six months. Coverage begins 30 days after disability.

4.4 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following classification(s) are eligible to earn and use vacation time as described in this policy:

- 1) Regular Full-Time employees
- 2) Regular Part-Time employees

The amount of paid vacation time, employees receive annually, increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

<u>Years of Eligible Service</u> <u>Vacation / year</u>	<u>Days earned</u> <u>Per Month</u>	<u>Total</u> <u>Days</u>
Upon initial eligibility	1.00 days	12 days
After five years	1.25 days	15 days
After 10 years	1.67 days	20 days

In addition to the total number of days of vacation shown above, Vice Presidents and other designated members of the Administrative Cabinet will receive an additional ten days of vacation each year. The total number of days of vacation awarded to Vice Presidents and other designated members of the Administrative Cabinet is not to exceed 22 days in a fiscal year. The total number of days of vacation awarded to individuals, other than Vice Presidents and other designated members of the Administrative Cabinet, in a fiscal year, is not to exceed 20 days.

Permanent part time employees are entitled to paid vacation on a pro rata basis in accordance

with the above schedule, (ex. an employee who works 20 hours per week will be eligible for 50% of the accrual rate shown in the above schedule.)

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. An employee (other than Vice Presidents and others designated as members of the Administrative Cabinet) is not eligible for vacation within the 90-day probationary period. However, if the probationary period is satisfactory, the accrual period for computing the amount of vacation time available will be retroactive to the employee's start date. Vice Presidents and others designated as members of the Administrative Cabinet will earn vacation from the first day of employment and may take vacation as earned. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave does not affect this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification (regular full time or regular part time), they begin to earn paid vacation time according to the above schedule beginning with the original hire date. Employees may request use of vacation time after they earn it.

Paid vacation time can be used in minimum increments of one-half day. To take vacation employees must complete and submit a Request For Absence form to their supervisors at least two days before the first day of requested absence. Requests for vacation will be reviewed based on several factors, including business needs, requests for absence by other employees and departmental requirements.

An employee's vacation pay is computed at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If a College holiday occurs during an employee's vacation, an extra vacation day will be allowed. No extra day or days will be allowed for illness or disability that occurs during an employee's vacation, unless confined in a hospital for a minimum period of at least 48 hours. Once confinement in a hospital has been documented, the employee may request sick leave and reinstatement of vacation time.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal interests. If available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. Vacation time may be accrued from year to year. The cumulative days of vacation that may be accrued however may not exceed the number of days considered as deductible under the terms of the disability insurance policy provided each employee by the institution, not to exceed thirty (30) days. If the total amount of unused vacation time exceeds the number of days allowed, any further vacation time accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time earned through the last day of work.

4.5 HOLIDAYS

Louisburg College will grant holiday time off to all employees on the holidays listed below.

Martin Luther King, Jr. Day (3rd Monday in January)
Good Friday (Friday before Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Friday after Thanksgiving
From close of Business on December 23 until start of business on January 2.

According to applicable restrictions, Louisburg College will grant paid holiday time off to all eligible nonexempt employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classifications are:

- 1) Regular Full-Time employees
- 2) Regular Part-Time employees
- 3) Probationary employees

All employees (both exempt and non-exempt) will be allowed to take vacation (with the permission of supervising vice president) on the day immediately preceding or immediately following any two holidays during the calendar year beginning with 2003. Further, recognized holidays that fall on a Saturday will be observed on the preceding Friday and recognized holidays that fall on a Sunday will be observed on the following Monday.

If a recognized holiday, as listed in the above schedule, falls during an eligible employee's paid absence (e.g., vacation, sick leave), compensatory time off will be provided. If an eligible employee works on a recognized holiday, he or she will receive compensatory time off.

Instead of compensatory time off, Louisburg College may, at its option, pay wages at one and one-half times the employee's straight-time rate for the hours worked. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

4.6 WORKMAN'S COMPENSATION INSURANCE

Louisburg College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that the injury is reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Louisburg College nor the insurance carrier will be liable for the payment of workers'

compensation benefits for injuries that occur during an employee's voluntary participation in an off-duty recreational, social, or athletic activity sponsored by Louisburg College.

4.7 SICK LEAVE BENEFITS

Louisburg College provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illness or injuries. Eligible employee classifications are:

- 1) Regular Full-Time employees.
- 2) Regular Part-Time employees.

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated based on a "benefit year," the 12 month period that begins when the employee starts to earn sick leave benefits. Probationary employees are not entitled to paid sick leave. However, upon successful completion of the probationary period, sick leave will accumulate from the original date of employment.

Employees can request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household and is dependent upon such employee for his or her care.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of the workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three 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. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of seven calendar days or more, an employee must provide a physician's verification that s/he may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. In addition, for purposes of overtime compensation, paid sick leave does not count as time worked.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued the equivalent of 65 work days of sick leave benefits. If the employee's benefits reach the maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection if there is illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while employed or upon termination of employment.

4.8 TIME OFF TO VOTE

Louisburg College encourages employees to fulfill their civic responsibilities by participating in

elections. Generally, employees can find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during the nonworking hours, Louisburg College will grant up to two hours of paid time to vote.

Employees should request time off to vote from their supervisor at least two working days before the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

4.9 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. The employee shall provide documentation justifying the leave to his/her immediate supervisor upon his/her return to work.

Up to three days of paid bereavement leave will be provided to eligible employees. Employees eligible for bereavement leave are those in the following classifications:

- 1) Regular Full-Time employees
- 2) Regular Part-Time employees
- 3) Probationary employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

Louisburg College defines "immediate family" as the employee's spouse, parent, child, or sibling and grandparents; the employee's spouse's parent, child, or sibling and grandparents.

4.10 JURY DUTY

Louisburg College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to four weeks of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- 1) Regular Full-Time employees.
- 2) Regular Part-Time employees.
- 3) Probationary employees.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that

the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report to work whenever the court schedule permits.

Either Louisburg College or the employee may request an excuse from jury duty if, in Louisburg College's judgment, the employee's absence would create serious operational difficulties.

Louisburg College will continue to provide health insurance benefits for a maximum period of thirty calendar days after the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by Louisburg College according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

4.11.1 MEDICAL LEAVE

Louisburg College provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a medical disability. For purposes of this policy, medical disabilities include, but are not limited to, temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classification(s) are eligible to request medical leave as described in this policy:

- 1) Regular Full-Time employees
- 2) Regular Part-Time employees

When eligible employees become aware of a need for a medical leave of absence, they should request a leave from their supervisor. A physician's statement must be provided verifying the medical disability and its beginning and ending dates. Any changes in this information should be promptly reported to the employer. Employees returning from medical leave must provide a physician's verification of their fitness to return to work.

Eligible employees are normally granted leave for a period of the disability, up to a maximum of 180 calendar days every two years. With the supervisor's approval, employees may take any available paid sick leave as part of the approved period of leave.

Subject to the terms, conditions, and limitations of the applicable plans, Louisburg College will continue to provide health insurance benefits for the full period of the approved medical leave.

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.

Vacation, sick leave, and holiday benefits, will continue to accrue during the approved medical leave period. If an employee fails to report to work promptly at the end of the medical leave, Louisburg College will assume that the employee has resigned.

When a medical leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. However, Louisburg College cannot guarantee reinstatement in all cases.

4.11.2 FAMILY LEAVE

Louisburg College provides family leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth, adoption, or illness of a child. Employees in the following employment classification(s) are eligible to request family leave as described in this policy:

- 1) Regular Full-Time employees
- 2) Regular Part-Time employees

Eligible employees may request family leave only after having completed one year of service. When eligible employees become aware of the need for a family leave of absence, they should request a leave from their supervisor.

Employees requesting family leave related to the illness of a child, may be required to provide a physician's statement verifying the illness, its beginning and expected ending dates, the need for the employees to provide care, and the estimated time required.

Eligible employees may request up to six months of unpaid family leave within any 24-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 14 calendar days. With the supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for family leave will be evaluated based on several factors, including anticipated work load requirements, staffing considerations, and hardship to Louisburg College's operations during the proposed period of absence. Requests that cannot be accommodated may be denied or deferred.

Subject to the terms, conditions, and limitations of the applicable plans, Louisburg College will continue to provide health insurance benefits for the full period of the approved family leave. To maintain such insurance benefits, employee's are required to pay the employee's portion of such insurance costs by the fifteenth of the month preceding the month for which such charges are to be paid. Vacation, sick leave, and holiday benefits will continue to accrue during the approved family leave period.

When a family leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. Except when legally required, Louisburg College cannot guarantee reinstatement.

If an employee fails to report to work promptly at the end of the approved leave, Louisburg College will assume that the employee has resigned.

4.11.3 PERSONAL LEAVE

Louisburg College provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following

employment classification(s) are eligible to request personal leave as described in this policy:

- 1) Regular Full-Time employees
- 2) Regular Part-Time employees

Eligible employees may request personal leave only after having completed one year of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a personal leave from their supervisor.

Personal leave may be granted for a period of up to eight weeks within every 24-month period. With the supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on several factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Louisburg College will continue to provide health insurance benefits for the full period of the approved personal leave.

Vacation, sick leave, and holiday benefits, will continue to accrue during the approved personal leave period.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if available, or to a similar available position for which the employee is qualified. However, Louisburg College cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Louisburg College will assume the employee has resigned.

4.11.4 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leave of absence in excess of two weeks will be unpaid. However, employees may use available vacation leave for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Louisburg College for the full term of the military leave of absence.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence. Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reemployment in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or to a comparable position. Such employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

4.11.5 MATERNITY-RELATED ABSENCES

Louisburg College will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave request will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Request for time off associated with pregnancy and/or children (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal leave.

4.12 RETIREMENT PLAN

All qualified employees of Louisburg College are required to become participants in the current defined contribution 403 (b) retirement plan.

Employees of Louisburg College may be participants in (a) the previous defined benefit plan, of which benefits have been frozen, (b) the new defined contribution 403 (b) employee retirement plan, or (c) both. The pay out of benefits from either or both retirement plans, to employees who have terminated their employment with Louisburg College, is subject to the terms of the respective plans.

4.13 BENEFIT CONTINUATION

Louisburg College, with its current major medical insurance plan, does comply with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). As such, Louisburg College offers its employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Louisburg 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; an employee's divorce or legal separation; and a dependant child no longer meeting eligibility requirements.

Under the Louisburg College plan, as under COBRA, the employee or beneficiary must pay the full cost of coverage at Louisburg College's group rates plus an administration fee for the continuation of coverage.

4.14 TUITION REMISSION PLAN

Tuition benefits for courses taken at Louisburg College are available for direct employees and dependents of direct employees of the College who work more than 975 hours per year. The amount of tuition benefits granted depends on the percentage of the hours worked per year up to a maximum of 1950 which is considered a full-time employee. These grants cover tuition only (no fees) and are available for only the first 75 semester hours attempted. No employee

may spend more than six hours per week during regular business hours in class or away from their job for class activities.

The amount of tuition benefit paid by the College depends upon whether the employee is full-time or not. The percentage paid will depend on what percentage of the 1950 hours full-time employees' work was contracted by the employer for that year. An example would be a half-time employee working 975 hours per year would be eligible for 50% tuition benefit paid. A nine-month employee working 1462 hours makes that individual eligible for 75% tuition benefits. Rebate will be applicable to the base tuition only and will not cover special or additional fees.

Before enrolling or continuing in a program, the students are subject to all applicable academic regulations to regularly enrolled full-time students, and any deviations will be handled through the appropriate College officer or committee. Employees are encouraged to enroll in courses having scheduled class sessions outside the employee's work hours.

When approval is granted for enrolling in courses under this section, employees shall "make up" time at the discretion and approval of the supervisor by:

1. Working outside regularly scheduled hours during the same day as the class; or
2. Deducting time spent in class from vacation.

All tuition benefits will terminate when the employee leaves the direct employment of Louisburg College. However, the direct employee or dependent may finish the semester when terminating without further charge. Application for tuition benefits must be made to the College's Human Resource Officer.

In addition, Louisburg College has a tuition exchange program with several private North Carolina Colleges. This program permits the dependants of the employee to attend school tuition free at any of the participating colleges. Employees should see the Louisburg College Registrar for the list of participating colleges and additional information regarding qualification for this program.

5.0 TIME KEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Louisburg College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt hourly employees should accurately record the time they begin and end their work, and the beginning and ending time of each meal period. They should record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must be approved before it is performed.

Nonexempt salary employees are required to record the number of hours worked each day on an official monthly time card. The monthly time card must be approved by the employee's immediate supervisor and given to the Business Office no later than the fifth day of the following month.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than fifteen minutes before their scheduled starting time nor stay more than fifteen minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial 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 by initialing the time record.

5.1 ATTENDANCE & PUNCTUALITY

To maintain a safe and productive work environment, Louisburg College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Louisburg College. In the rare instances when employees cannot avoid being late to work or unable to work as scheduled, they should notify their supervisor as soon as possible, in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

If an employee is absent from work beyond the number of days allowed in the College Leave Policy or if the absences are not justified by the college Leave Policy, the employee will be

required to undergo an Administrative Review. This review could result in termination of employment.

5.2 WORK SCHEDULES

The normal work schedule for all Nonexempt Salary employees is 7.5 hours a day, five days a week. Normal work hours for administrative personnel are from 8:30 a.m. to 5:00 p.m.; Monday through Friday. Special work hours may be scheduled for the summer months.

The normal work schedule for all Nonexempt hourly employees is 8.0 hours a day, five days a week. Normal work hours are from 7:00 a.m. to 4:00 p.m.; Monday through Friday.

Supervisors will advise employees of the times their schedules will normally begin and end. 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.

5.3 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state laws for all hours over 40 worked in one week, at the following rate(s):

1. Compensatory time at a rate equal to one and one-half times the straight time rate; or at the option of the College,
2. Additional compensation at the rate of one and one-half times the straight time rate.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

5.4 PAYDAY

Salaried employees are paid monthly on the first and 15th. (24 pay periods per year). Each paycheck will include earnings for all work performed through the 14th and 31st of each pay period.

Hourly paid employees are paid at the end of every two (2) weeks (26 pay periods per year). Checks are normally distributed through supervisory personnel.

If a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the College. Employees will receive an itemized statement of wages when Louisburg College makes direct deposits.

5.5 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the more common circumstances under which employment is terminated:

- 1) RESIGNATION - employment termination initiated by an employee who chooses to leave the organization voluntarily.
- 2) DISCHARGE - employment termination initiated by the organization.
- 3) LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- 4) MEDICAL TERMINATION - employment termination initiated by the employee or by the organization when an employee is unable, for health reasons, to continue to work.
- 5) RETIREMENT - voluntary retirement from active employment status initiated by the employee.

Louisburg College will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Louisburg College, or return of Louisburg College-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Louisburg College is based on mutual consent, both the employee and Louisburg College have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

5.6 SEVERANCE PAY

Louisburg College provides severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to Louisburg College, as determined by Louisburg College in its sole discretion. Eligible employee classifications:

- 1) Regular Full-Time employees.
- 2) Regular Part-Time employees.

Severance pay will be provided to eligible employees according to the following schedule:

<u>Completed Years of Service</u>	<u>Weeks of Severance Pay</u>
Less than 1	None
1 but less than 2	2
2 but less than 5	3
5 or more	4

A week of severance pay is defined as employee's average week's base pay during the last six months of employment, excluding overtime, incentive pay, and any other special forms of compensation paid to the employee.

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time; leave work due to a reduction of work force; were offered but refused to accept another suitable position with the organization.

5.7 PAY ADVANCES

Neither pay advances nor extensions of credit on unearned wages will be provided to employees.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week before departing for vacation.

5.8 ADMINISTRATIVE PAY CORRECTIONS

Louisburg College takes all reasonable steps to assure that employees receive the correct amount of pay each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Office of the College so that corrections can be made as quickly as possible.

Once under payments are identified, they will be corrected in the next regular paycheck.

Over payment will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Louisburg College will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

5.9 PAY DEDUCTIONS AND SET OFFS

The law requires that Louisburg College make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Louisburg College also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base" and the Medicare "wage base." Louisburg College matches the amount of Social Security and Medicare taxes paid by each employee.

Louisburg College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. The Business Office, however, must have written authorization for deductions other than those required by law.

Pay set offs are pay deductions taken by Louisburg College, usually to help pay off a debt or obligation to Louisburg College or others.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can help in having your questions answered.

6.0 EMPLOYEE CONDUCT AND WORK RULES

It is important for an employee at Louisburg College to remember that attitude and conduct are significant factors in work performance. It is the duty of each employee to be courteous to co-workers and to every person who visits the campus – students, parents, alumni, or visitors. If an employee should be discourteous, or if an employee's actions in any way are disruptive to or reflect unfavorably upon co-workers or the College, the employee will be subject to disciplinary action or dismissal.

Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner.

To assure orderly operations and provide the best work environment, Louisburg College expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

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:

1. Theft or inappropriate removal or possession of property.
2. Falsification of timekeeping records.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
5. Fighting or threatening violence in the workplace.
6. Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
7. Insubordination or other disrespectful conduct.
8. Violation of safety or health rules.
9. Sexual or other unlawful harassment.
10. Excessive absenteeism or any absence without notice.
11. Unsatisfactory performance or conduct.
12. Possession of firearms and / or other weapons.

Employment with Louisburg College is at the mutual consent of Louisburg College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

6.1 ALCOHOL / DRUG FREE WORKPLACE

It is Louisburg Colleges desire to provide a drug-free, healthful, 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.

Louisburg College shall maintain a Drug and Alcohol Free workplace. Faculty and staff who feel they may have problems in this area are urged to make use of guidance and counseling programs available from the Chaplain and/or Counselor. Referral to off-campus programs, counseling, and self-help groups shall be provided.

Louisburg College shall maintain an Alcohol-Free campus. Therefore, the College does not permit the possession, sale, or consumption of alcoholic beverages. Use of alcohol shall be cause for dismissal.

Louisburg College shall maintain a Drug-Free campus. The possession of, use, evidence of use, or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance will result in dismissal. Cases of abuse may be turned over to law enforcement authorities. Any employee (including work-study employees) who is convicted of a violation of drug laws or regulations is required to notify the college President of said conviction within five days after such conviction.

While on Louisburg College premises and while conducting business-related activities off Louisburg College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. 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 legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediately subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Louisburg College policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Louisburg College any undue hardship.

In compliance with the U.S. government regulations implementing the Drug Free Workplace Act of 1988 and the Drug Free School and Community Act of 1990, Louisburg College publishes the following information and makes it available to all employees of the College.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by an employee of Louisburg College is prohibited.
2. As a condition of employment, Louisburg College employees will abide by the terms of Paragraph (A) above and will notify the President of Louisburg College of any criminal drug statute conviction for a violation within five days of such

- conviction.
3. Violations of the terms of paragraph (a) above will result in appropriate action by Louisburg College, up to and including termination. The College, at its option, may require that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The College may also refer individuals to law enforcement authorities for prosecution.
 4. When a college employee has been charged with a violation of policies or laws concerning illegal drugs, he or she may be suspended from employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the President or, in the President's absence, the President's designee concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.
 5. The Student Life Office directs a drug and alcohol abuse awareness program, including appropriate referrals to public and private health and rehabilitation agencies. This program is available for students and employees of the College.

6.2 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Louisburg College is committed to providing a work environment that is free of discrimination and unlawful harassment of any nature.

Sexual harassment of employees or students of Louisburg College is prohibited and shall subject the offender to sanctions up to and including dismissal. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment under the following conditions:

1. Submission to such conduct is made explicitly or implicitly a term of condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by a individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment shall consist of overt solicitation of sexual favors for academic or job benefits and persistent, unwanted attempts to change a professional relationship to a personal one.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the President. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the President, who will handle the matter in a timely confidential manner.

6.3 DRESS CODE

Appropriate dress and personal grooming contribute to employee morale and affect the overall image of the College. Employees are expected to dress in a way that reflects pride, professionalism and respect for co-workers, students, parents and visitors. Attire should be neat, clean and in good taste.

Each employee should dress appropriately for the area in which he or she works. For example, coaches may wear athletic attire when teaching or coaching, but traditional business attire or business casual attire would be more appropriate on other occasions.

Generally, for all offices and operations, the following attire is considered inappropriate for employees while at work: tennis/athletic shoes (unless you have a documented medical reason), flip-flops, short skirts (such as mini skirts), t-shirts, tank tops (as outer garment), leggings or stirrup pants, body-hugging fabrics, hip-huggers, gym shorts, jeans or pants that are torn, ragged, and/or with holes in the fabric, shorts, sweatshirts, sweatpants, wind suits, and clothing with obscene art and/or wording.

6.4 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Louisburg College property immediately upon request or upon termination of employment. Unless restricted by law, Louisburg College will withhold from the employee's final paycheck, the cost of any items that are not returned when required. In addition, Louisburg College may also take all action deemed appropriate to recover or protect its property.

6.5 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Louisburg College. Although advance notice is not required, Louisburg College requests at least two weeks written notice resignation from nonexempt employees and four weeks notice from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

6.6 SECURITY INSPECTIONS

Louisburg College wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Louisburg College prohibits the possession, transfer, sale, or use of such materials on its premises. Louisburg College requires the cooperation of all employees in administering this policy.

Desks, lockers, and any other storage devices may be provided for the convenience of employees but remain the sole property of Louisburg College. Accordingly, they, as well as any articles found within them, can be inspected by an agent or representative of Louisburg College at any time, either with or without prior notice.

Louisburg College likewise wishes to discourage theft or unauthorized possessions of the property of the employees, Louisburg College, visitors, and students. To facilitate enforcement of this policy, Louisburg College or its representative may inspect not only desks and lockers

but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Louisburg College's premises.

6.7 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by Louisburg College may not solicit or distribute literature in the workplace at any time for any purpose.

Louisburg College recognizes that employees may have interests in events and organizational 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.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- 1) Internal memoranda.
- 2) Organization announcements.
- 3) Workers' compensation insurance information.
- 4) State disability insurance/ unemployment insurance information.

6.8 DRUG TESTING

Louisburg College is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of drugs. Louisburg College will attempt to protect the confidentiality of all drug test results.

Questions concerning this policy or its administration should be directed to the President.

6.9 CORRECTIVE ACTION AND DISPUTE RESOLUTION PROCEDURES

6.9.1 CORRECTIVE ACTION PROCEDURES

Violation of College policies and work rules may require corrective action. Certain offenses can be corrected through a system of progressive disciplinary actions. Other situations may require the termination of employment. The College requires that corrective action be handled in the manner below.

1. Verbal Warning/Counseling: The employee's supervisor will discuss with the employee the area(s) of concern and will outline a program of improvements or corrective actions. The supervisor shall complete an Employee Counseling and Progressive Discipline form indicating that the employee has received a verbal warning and/or counseling and shall submit the form to the Human Resources Office who will place it in the employee's personnel file.
2. Written Warning: The employee's supervisor, in consultation with the area vice president and human resource office, will address the problem or area of concern and specify a timetable for improvement on the Employee Counseling and Progressive Discipline form. The completed form will be given to the employee and a copy submitted to the Human Resources Office who will place it in the employee's personnel file.

3. Suspension: In the event that sufficient improvement has not been made, or the corrective action plan goals have not been met, or if events warrant (e.g. misconduct or poor performance), the employee may be suspended for a period of time without pay. The duration of the suspension and whether the suspension is with or without pay shall be at the sole discretion of the College. The employee's supervisor shall complete an Employee Counseling and Progressive Discipline form and give it to the employee with a copy submitted to the Human Resources Office who will place it in the employee's personnel file.
4. Involuntary Termination: In the event that the supervisor, after consulting the area vice president and human resource officer, determine that an acceptable resolution to the employee's performance problems cannot be worked out, or if events warrant (e.g. misconduct or continued poor performance), the College may terminate the individual's employment. The employee's supervisor shall complete an Employee Counseling and Progressive Discipline form and give it to the employee with a copy submitted to the Human Resources Office who will place it in the employee's personnel file.

The corrective action and counseling procedures set forth above articulate factors, responses, and procedures that the College believes are generally appropriate to govern employee conduct and performance. However, those factors, responses, and procedures are not absolute and binding upon the College. The appropriate responses to an employee's poor performance or misconduct will be determined by the College, at its sole discretion, based on the facts and circumstances involved in each case.

6.9.2 DISPUTE RESOLUTION PROCEDURES

It is intended that all problems should be resolved before the filing of a formal dispute. Open communication between administrators and employees is encouraged so that resort to the formal procedure will not be necessary.

The purpose of this procedure is to promote prompt and efficient investigation and resolution of disputes. These procedures shall be the method for resolving employee disputes with the exception of those cases involving alleged unlawful discrimination.

6.9.2.1 CONFIDENTIALITY

Dispute resolution proceedings shall be maintained as confidential subject only to the need of the employee and the College to comply with the processes specified herein and to present evidence concerning the dispute in other administrative or judicial proceedings. All conferences shall be held in private. The employee and the College shall not have any attorney present in any dispute resolution proceeding.

6.9.2.2 DEFINITIONS

For the purpose of the formal dispute procedure:

1. The term "dispute" shall mean an allegation that the employee's employment conditions have been adversely affected due to an alleged violation, misapplication, or misinterpretation of College policies, regulations, and/or procedures.
2. The term "working days" shall mean those days when the business offices of the College are open.

6.9.2.3 TIME LIMITATIONS

When any action is not taken which is required to be taken within a specified time period, the following shall apply

1. If the employee fails to act within the time limits provided herein, the College shall have no responsibility to process the dispute and it shall be deemed withdrawn.
2. If the College fails to act within the time limits provided herein, the act shall be considered to be a denial, and the employee may proceed to the next review level.

6.9.2.4 FORMAL DISPUTE PROCEDURE

Step 1:

The employee shall present the dispute in writing to his/her supervisor within ten (10) working days of the date on which the employee knew or should have known of the action or condition which occasioned the dispute. The employee shall specify the policy, regulation, or procedure alleged to have been misinterpreted, misapplied, or violated, the effect on the employee, and the relief requested. The supervisor upon receiving the written dispute shall investigate the matter as deemed appropriate and respond to the employee in writing within ten (10) working days of the date the written dispute was filed with the supervisor's office.

Step 2:

If the dispute is not resolved at Step 1 and the employee desires to pursue the matter, the employee shall present the dispute in writing to the human resources officer within ten (10) working days of the Step 1 decision.

The human resources officer shall hold an informal conference with the employee in an attempt to effect a settlement. If no settlement is reached at that meeting, the human resources officer shall facilitate a meeting between the employee and the supervisor. The human resources officer shall attempt to mediate between the two parties. If no mediation agreement is reached, the human resources officer will proceed to issue a decision and notify the employee within fifteen (15) working days from the date the written dispute was appealed to the human resources officer. The decision of the human resources officer shall be final.

EMPLOYEE COMMENTS/RESPONSE

I have read this form. I understand that my signature does not necessarily indicate that I agree with this action, only that I have received a copy of this form.

The Purpose of this disciplinary action is to make the employee aware of a work related problem and to encourage the employee to correct the problem. Further violations will result in additional disciplinary action, up to and including termination.

Employee Signature Date

Supervisor Signature Date

Human Resources Signature Date

7.0 SAFETY

The workplace shall be kept free of hazards that may cause physical harm or illness to employees, students and visitors. Each employee must perform work in a safe manner and report any injury, occupational illness, or damage to college property to his/her supervisor immediately.

To assure this environment, Louisburg College has established a Safety Committee. The committee is a top priority for Louisburg College. Its success depends on the alertness and personal commitment of all.

The purpose of the committee will be to oversee health and workplace safety issues and to communicate information about such issues to employees. Such communications will be through regular internal channels such as supervisor-employee meetings, bulletin board posting, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or with another supervisor or manager. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, no matter how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

7.1 USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for long-distance and toll calls is not permitted except in emergency situations. Employees should practice discretion in using the College's telephones when making local calls and may be required to reimburse Louisburg College for any charges resulting from their personal use of the telephone.

The use of Louisburg College-paid postage for personal correspondence is not permitted.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

7.2 SMOKING

In keeping with Louisburg College's intent to provide a safe and healthful work environment, smoking is prohibited inside any College facility. Employees desiring to smoke may do so outside.

7.3 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and difficult to replace. When using Louisburg College 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, machine, tools, or vehicles appear to be damaged, defective, in need of repair or if use of such equipment would present a safety hazard during operation. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor 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 of 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.

The personal use of equipment or vehicles owned or leased by Louisburg College is forbidden.

7.4 EMERGENCY CLOSING

At times, emergencies such as severe weather can disrupt the operations of the College. In extreme cases, these circumstances may require the closing of the College. In the event that such an emergency occurs during nonworking hours, radio stations WYRN/WHLQ, and television stations WRAL, WTVD, WNCN and will be asked to broadcast special instruction concerning hours of operations, opening and closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees failing to report to work due to inclement weather, other than

according to special instructions, will have their accrued vacation time or accumulated compensatory time reduced by the time off.

7.5 TRAVEL & REIMBURSEMENT PROCEDURES

In requiring certain of its employees to travel in the performance of their duties, Louisburg College (LC) expects to reimburse them for reasonable and necessary expenses as may be incurred.

7.5.1 TRAVEL AUTHORIZATION

Each employee required to travel in the performance of official duties is entitled to reimbursement for expenses incurred. Prior authorization is required on the Louisburg College *Request for Absence* form from the department head and/or designated official. This form must be filled out completely. Authorization shall be specific and in such form as to show the itinerary, estimate of the cost of such travel, mode of transportation, and general purpose of travel.

7.5.2 SUBSISTENCE

Reimbursement claims for subsistence (meals and lodging) are to be reported on the Louisburg College *Travel/Expense Report* form. The report must be complete as to date, location, and amount of expenditure for every meal and lodging expense claimed. An individual taking annual leave, while away from LC on official business, is not entitled to subsistence for the period of leave.

7.5.3 MEALS

Reimbursement for meals will be made for actual costs, within reasonable limitations. Employees are entitled to breakfast expenses if they depart before 6:30 a.m. and for dinner expenses if they return later than 7:00 p.m. When the employee is representing the College in an official capacity, reimbursement will be provided for lunch. Receipts for meals should be obtained. When guests are entertained, please specify on the "Request for Reimbursement of Travel or Other Expenses" form. Use the "Other" column for explanation. Reimbursement for meals will be limited to a \$30.00 per/day allowance.

If the employee exceeds the per day amount set for meals, they will not be reimbursed for the difference. If the employee uses a Louisburg College credit card or receives a cash advance, they will be required to reimburse Louisburg College.

7.5.4 LODGING

Reimbursement may be made for actual lodging expenses based on reasonable rates. All lodging claims must be documented with receipts. Charges exceeding reasonable rates are to be explained and justified.

7.5.5 TRANSPORTATION

Reimbursement for the most reasonable mode of transportation consistent with the purpose of the travel will be authorized.

Reimbursement for transportation expenses incurred by use of personally-owned vehicles will be at the rate per mile as established by LC for actual miles traveled in the performance of official duties.

Actual odometer readings will be reported. Personal mileage, however, will be excluded in computing the mileage for which reimbursement may be made. Parking and toll expenses will also be paid.

Transportation by common carrier will be by scheduled plane or rail. Reimbursement will be made upon presentation of a ticket stub, receipt, or other documentary evidence of expenditure. The cost of traveling by commercial air carrier will not be reimbursed for that portion of first class airfare than exceeds the amount of the next lowest fare for the flight on which such employee traveled, unless space is not otherwise available or if medical reasons necessitate and are indicated by a certified licensed-medical practitioner.

7.5.6 MISCELLANEOUS

Registration fees required for participation in workshops, seminars or conferences are allowed when supported by a paid receipt or canceled check.

Expenses for official telephone and telegraph messages will be allowed.

Claims for reimbursement of laundry, valet service, theater, entertainment, and alcoholic beverages will not be reimbursed.

7.5.7 REIMBURSEMENT PROCEDURES

Employees planning to travel, attend a seminar or convention, etc. should follow the general purchasing procedures for appropriating the necessary funds. These procedures are:

1. Employees should prepare a *Request for Absence* form. Please state the nature or
 - a. purpose of the trip, dates of expected travel, locations of travel, and projected cost of
 - b. the total trip.
 - c. If the employee is requesting a travel advance, the amount requested should be stated as well as the date on which the advance is needed.
 - d. The requisition should then be forwarded to the Business Office for processing.
2. The Business Office will verify available budget funds, account number and record on the submitted requisition.
3. The Business Office will encumber the requested funds. Copies of all appropriate forms, along with any requested travel advance, will be returned to the requisitioner.
4. Upon completion of official travel, the employee must complete a Louisburg College *Travel/Expense Report* form within seven (7) days. If, however, the employee is planning another trip within the same seven (7) day period and will be requesting an additional travel advance, reporting and accountability for the first advance must precede the issuance of a second advance.

5. In reporting daily expenditures on the Louisburg College *Travel/Expense Report* form, expenditures must be broken down between cash and charge items. Each day's expenditures must be added down and each category of expenditures across.
6. Upon completion of the form, the bottom right hand corner amount should show the amount due to or from the employee after deducting actual cash expenditures from travel advances, if any.
7. The Louisburg College *Travel/Expense Report* form must be completed in its entirety.
8. Travel and entertainment expenses are allowable as follows:
 - a. Expenditures on behalf of non-employees are allowable only when a valid and specific purpose is related to the conduct of the affairs of Louisburg College. Such purpose must be explained on the form and keyed to the amount spent.
 - b. Expenditures on behalf of other employees are permissible only if the other employee(s) could have reported such expenditures on his or her travel report.
 - c. The Internal Revenue Service (IRS) requires such expenditure to be reasonably necessary to the purpose of the institution.

7.6 PURCHASING PROCEDURES

The purpose of these procedures is to provide a minimum level of acceptable management and budgetary controls over purchases, cash disbursement requirements and cash flow expectations, useful monthly reports that show current actual expenditures and encumbrances versus budgeted expenditures. The President and Board of Trustees review periodic reports which accurately represent the financial position of Louisburg College and results of operations for the current fiscal period.

1. General Office Supplies - Ordered departmentally utilizing quantity discounts to obtain the best price available. College letterhead stationary, envelopes, and all other forms are bulk ordered prior to the Fall and Spring semesters. These forms should be standardized throughout the College. With the exception of the housekeeping, grounds and maintenance departments, no one should make any purchase or obligate the College in any way without prior approval.
2. Bookstore Instructional Materials - Purchased by the bookstore, primarily books, will need to be coordinated with the manager of the bookstore. All employees receive a 15% discount off purchases in the Bookstore. Please advise all students to attend class before purchasing textbooks.
3. Computers and Related Equipment - The purchase of such equipment should be centralized to maintain compatibility, meet the general requirements of the College and have the ability to function within the long-term goals of the College.

Sample copies of the Purchase Order Form and Purchase Requisition Form are attached. Individuals intending to purchase any goods, materials or services must fill out a Purchase Requisition Form. The completed form needs to provide the following information:

- a) Vendor name, address and telephone number.
- b) Description and quantity of item(s) to be purchased.
- c) Part number(s) if applicable.
- d) Cost or estimated cost.
- e) Budget account to be charged.
- f) Signature of the appropriate department head requesting the purchase.
- g) Signature of the vice president.

*Any expense over \$500.00 must be bid out by three sources to get the most competitive price available.

Process - The completed purchase requisition form must be submitted to the Business Office prior to any expenditure of funds. The Business Office will:

- a) Check the appropriate budget account for available funds.
- b) Complete a purchase order form with an assigned number.
- c) Record the encumbrance into the budget system.
- d) Return the purchase order to the requisitioner so they may place the order.

Receipt - Upon receipt of the goods, services or materials purchased, the department receiving the items purchased will forward to the Business Office a copy of the purchase order form showing receipt of merchandise. When the invoice is received, the Business office will pay according to the copy of the purchase order.

If, for any reason, any information on the purchase order changes, the purchase order will need to be revised or reissued. If a purchase order is canceled or voided for any reason, the form should be marked "Void" and returned to the Business Office. The Business Office will then reverse the entry that encumbered the funds. Monthly, the division head will receive departmental reports that show actual expenditures and encumbrances versus budgeted amounts.

7.6.1 CHECK REQUESTS

Check Request forms should be filled out after a Purchase Requisition and Purchase Order have been approved and returned to the respective department (sample attached). The Check Request form should be sent to the Business Office by Tuesday of the week the check is requested. The check will be processed and returned by Friday of the same week. The check request form serves as a reminder to the Business Office to process checks for purchase orders approved in advance, e.g., Student Activities, annual organizational dues, etc.

8.0 MAIL ROOM PROCEDURES

1. **Incoming mail** - will be sorted and placed in boxes, Monday through Friday by 10:30 a.m. Please do not pick up mail while personnel is sorting mail.
2. **Outgoing mail** - must be in the Mail Room by 4:00 p.m. to allow appropriate processing and delivery time to the Post Office by 4:30 p.m.
3. **Envelopes** - do not overstuff envelopes. The postage meter will damage overstuffed envelopes.
4. **Bulk mail** - if you have more than 200 pieces of mail to process in one day, please give the Mail Room personnel a 24-hour notice. Please allow extra time for processing of large mailings. If you are planning large mailings, please coordinate appropriate time schedules with the Mail Room personnel.
5. **Overlap** - all envelope flaps.
6. **Seal** - all oversized envelopes.
7. **Class of Mail** – indicate preferred, if other than First Class.
8. **Separate mail** - foreign mail requires extra postage.
9. **Separate** - interoffice mail from outgoing mail.
10. **Identifying marks** - such as name, campus box number or department above the return address for postage charges to be appropriately billed.
11. **Student bulk mail** - if you have a large number of notices for the student campus boxes, you must send a student worker to stuff the boxes unless the Mail Room personnel has been given appropriate notice and time. Please allow a 2-day delivery time.

12. **Student mailing** - not going to all students, you must put the campus box number of the student on each piece of mail. Please sort by campus box number.
13. **Mailers** - please do not use expensive letterhead envelopes or the heavy brown interoffice envelopes for student or interoffice mailings. An inexpensive white envelope is available for this from the Mail Room or the Switchboard.

8.1 PRINT SHOP PROCEDURES

Please ask Print Shop personnel for your personal copies code. Do not use department code numbers. You may pay when copies are made or be billed at the end of each month.

If you would like for the Print Shop personnel to process copies, you must complete a job order form and attach it to the items to be copied. Then place in the basket located in the Print Shop. Job order forms are available from the Print Shop. Please allow 24 hours to process job orders.

Colored paper, stationary, card stock, and transparencies used must be recorded in the Login Book located in the Mail Room. Colored paper should be removed when print job is complete.

The switchboard operator cannot abandon the switchboard to assist in any way regarding supplies, copying, etc. If the Print Shop Director is unavailable, please leave a message or return at a later time. There are several copiers on campus that may accommodate your need if you are unable to wait, or if the Oce' copier is unavailable.

8.2 MAINTENANCE REQUEST PROCEDURES

The purpose of these maintenance procedures is to provide efficient performance levels from the Maintenance Department of requests made by students, faculty and staff.

All requests for maintenance or housekeeping services, other than emergencies, and including the telephone system, should be in writing on a Request for Maintenance Service form. If you do not have this form, it is available from the Business Office. The top portion of the form must be completed in its entirety. It is important that the ITEMS REQUESTED are written out in detail. Include your telephone extension so you can be contacted about the work. Please write clearly and be specific about the work requested.

Request for Maintenance Service forms can be submitted to the Maintenance Department mail boxes in the Main building mailroom. A copy of the request will be maintained in the Maintenance offices.

Emergency - In the event of an emergency situation, you may telephone the Maintenance Department at extension 3318, 3393, or 3316. DO NOT leave a message. Continue to call until you have reached someone who can deal with the situation. A written follow-up Request for Maintenance Service form must be submitted. After normal business hours, the Security Department has the Maintenance Emergency Call Schedule. Cell phone is 637-2887 or extension 3400 for Security.

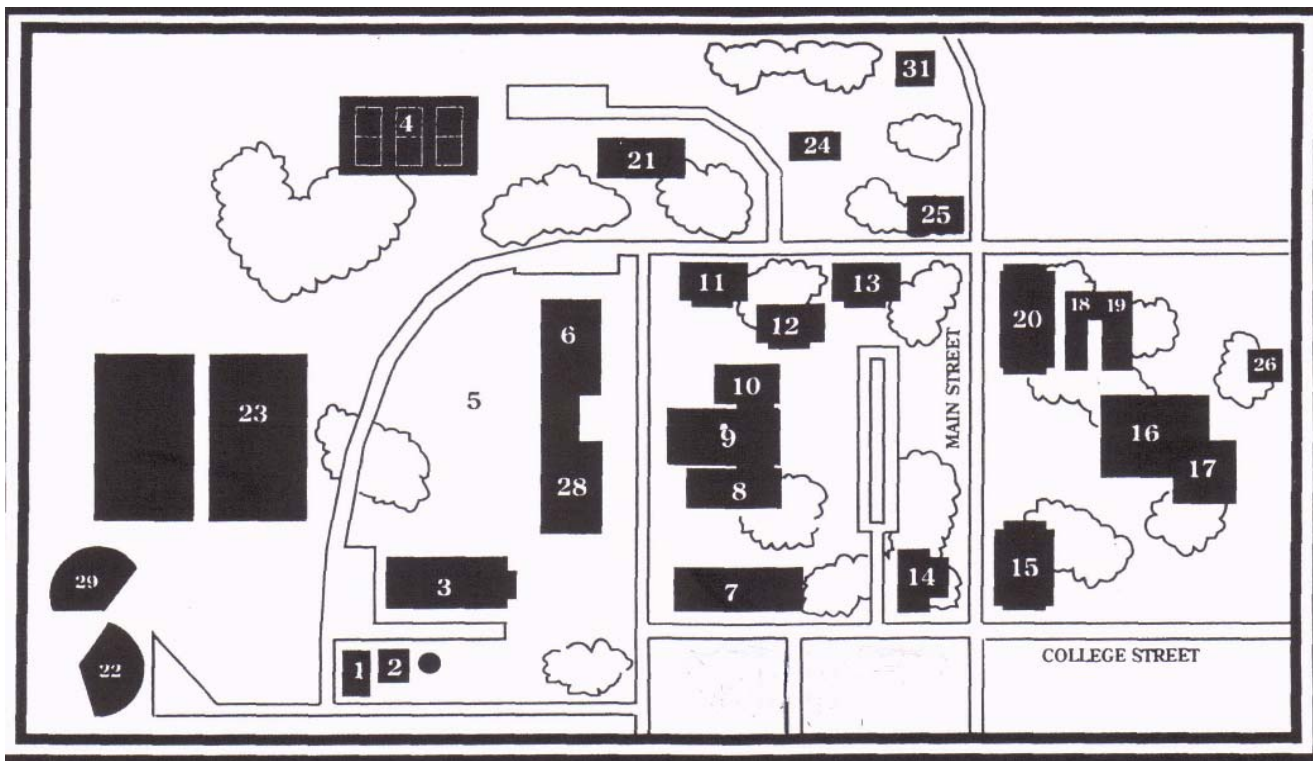
Definition of emergency situation:

- ✓ Any item that directly affects the condition of the property of Louisburg College.

- ✓ Any item that adversely affects the “quality of life” of the residential students.

The Louisburg College

Campus



- | | | | |
|---------------------------|----------------------|-----------------------------|---------------------------|
| 1. Maintenance Department | 9. Main Building | 17. Norris Theatre | 25. Eller House |
| 2. Central Heating Plant | 10. Davis Building | 18. Music Building | 26. Male Academy Building |
| 3. Holton Gymnasium | 11. Kenan Hall | 19. Art Building | |
| 4. Tennis Courts | 12. Wright Dormitory | 20. Taft Classroom Building | 28. Jordan Student Center |
| 5. Intramural Field | 13. Merritt Hall | 21. Hillman-Morris Hall | 29. Softball Field |
| 6. Duke Dining Center | 14. Benson Chapel | 22. Frazier Field | |
| 7. Patten Hall | 15. Robbins Library | 23. Soccer Complex | 31. President's House |
| 8. Franklin Building | 16. Auditorium | 24. Person Place | |