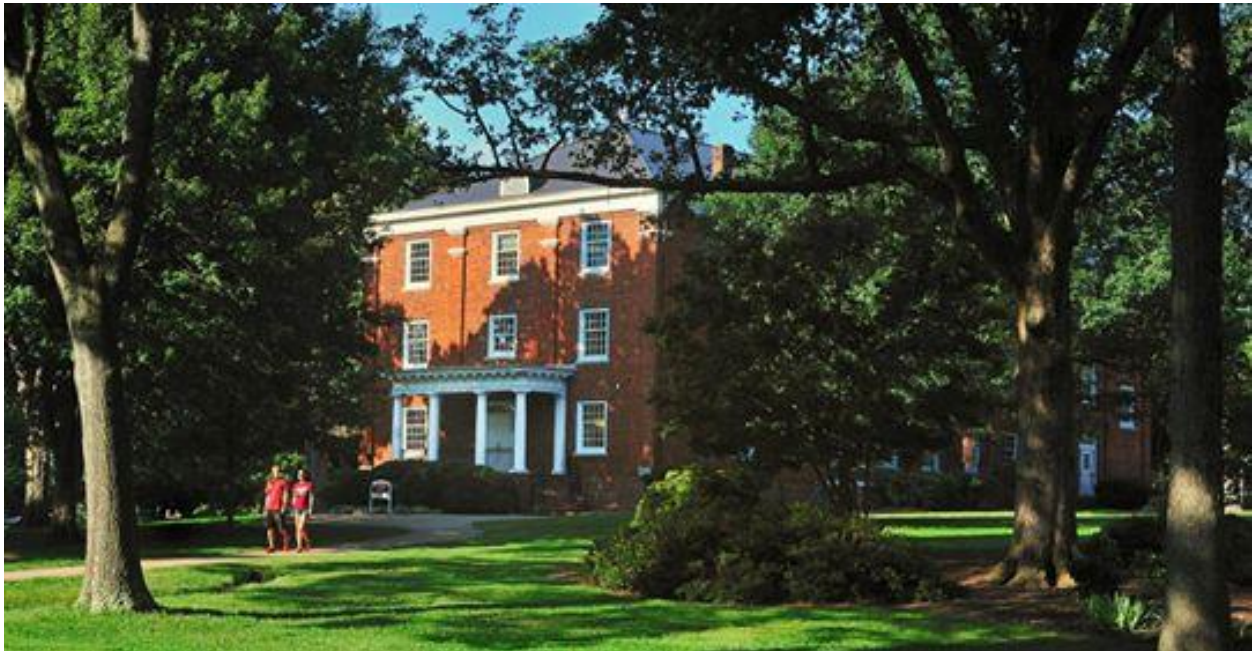


# GUILFORD

## COLLEGE

### EMPLOYEE HANDBOOK

AUGUST 2018



## **ACKNOWLEDGEMENT OF RECEIPT OF *HANDBOOK***

The Guilford College *Employee Handbook* may be found in the [Policy Library](#). It is an important document and is intended to provide important information regarding your employment with Guilford College, including information about the College's policies and about the many benefits and resources available to you as a Guilford employee.

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the handbook.

- I received directions to access the electronic version of the Guilford College Employee Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it by the College.
- In particular, I acknowledge that I have read and understand the College's policies on Title IX, Harassment and Intimidation, Confidentiality of Information and Privacy Protection, as well as the Computing Resources, Network and Email Use Policy.
- I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Guilford College at any time. I understand that this Handbook replaces (supersedes) all other previous handbooks for Guilford College.
- Further, I understand that because the College may add, modify, delete or otherwise change provisions of the handbook, I should contact the Office of Human Resources or the office of the vice president and academic dean to obtain current information regarding the status of any particular policy, procedure or practice or if I have any questions regarding the handbook.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth in a contract executed by the president of the College or the president's designee.
- I understand that my signature below indicates that I have read and understand the above statements and have received directions to access a copy of the Guilford College Employee Handbook.

---

Employee Name (Please Print)

---

Employee's Signature

---

Date

# GUILFORD

## COLLEGE

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## **ABOUT THIS HANDBOOK**

This handbook is intended as an explanation and description of Guilford College's policies and employee benefits. It is not intended, nor should it be construed as, an employment contract, and it does not create any binding obligation. Guilford College is an at-will employer, and this handbook in no way precludes, limits, alters or otherwise restricts the College's at-will-employer status. Employees have the right at any time to terminate their employment with or without good cause, and Guilford reserves the same right. Employment at will does not apply to faculty with employment contracts that so specify and tenured faculty are subject to the particular provisions contained in the academic policies of the College.

This handbook is a living document, subject to amendment and change in the College's discretion. With respect to benefits, the materials contained in this handbook are only summaries, and any discrepancies between these summaries and the terms of the actual policies, benefit plans, or plan documents, must be governed by the actual terms of the more detailed policies, plans and plan documents. While every effort is made to keep this handbook up-to-date, like any other compilation of general information, certain portions of the handbook may become outdated. You should check with the Office of Human Resources or, for faculty specific policies, with the Office of the Vice President and Academic Dean to be sure you have current information before taking action based on any specific information in this handbook. It is your responsibility to confirm the status of policies or other information.

The Employee Handbook contains employment-related policies applicable to both faculty and staff employees of Guilford College. The final sections contain employment-related policies specific to staff or to faculty.

## **NOTICE OF NONDISCRIMINATION**

As an institution that is grounded in the relentless pursuit of core values that include equality and justice for all, the College adheres to Title IX and to all other federal and state civil rights laws banning discrimination in private institutions of higher education.

Guilford College does not discriminate on the basis of sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. The prohibition on discrimination applies to any and all educational program or activities that Guilford College operates, including but not limited to admissions policies; educational programs; scholarships, loans, and other financial aid; and athletic and other school-administered programs, services, and activities. The prohibition on discrimination also applies to applicants or employees with respect to employment.

Guilford College complies with Title IX which prohibits sexual discrimination and sexual harassment, including acts of sexual violence. Inquiries regarding this policy or Title IX generally may be referred to the Title IX Coordinator:

Barbara J. Lawrence,  
Title IX Coordinator  
Vice President, Office of Diversity, Equity and Inclusion  
Alumni House  
Telephone: (336) 316-2432  
Email: [blawrenc@guilford.edu](mailto:blawrenc@guilford.edu)

Or to the Assistant Secretary, U.S. Department of Education, Office of Civil Rights.

U.S., Department of Education

Office for Civil Rights

Washington, DC (Metro)  
400 Maryland Avenue, SW  
Washington, DC 20202-1475

Telephone: (202) 453-6020  
TDD: (800) 877-8339  
Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)



## **TITLE IX POLICY AND GRIEVANCE PROCEDURES**

As an institution that is grounded in the relentless pursuit of core values that include equity and justice for all, the College adheres to Title IX and to all other federal and state civil rights laws banning discrimination in private institutions of higher education. Title IX prohibits sex discrimination and sexual harassment, including acts of sexual violence. The College views discriminatory conduct as a very serious matter, and any employee or student who violates this policy will be subject to disciplinary action, up to and including dismissal, whether such conduct occurred on or off-campus. Please review the policy in its entirety [here](#).

## **STATEMENT REGARDING THE AMERICANS WITH DISABILITIES ACT**

It is the policy of Guilford College not to discriminate against qualified individuals with disabilities and to provide reasonable accommodations as required by law to otherwise qualified applicants or employees with disabilities in all employment practices, including job application procedures, hiring, advancement, job assignments, leaves of absence, transfers, layoffs, demotions, discipline, discharge, compensation, fringe benefits and job training.

For additional information about the Americans with Disabilities Act in Employment and/or regarding the provision of reasonable accommodation to qualified employees with disabilities, please click [here](#) or contact the Office of Human Resources.

## **THE BOARD OF TRUSTEES**

Guilford College's Board of Trustees is the governing body exercising ultimate institutional authority as set out in the Bylaws of Guilford College. This authority, upon the recommendation of the president of the College, includes: determining and periodically reviewing the College's mission; monitoring the College's financial condition and approving the annual budget, tuition and fees; approving institutional policies bearing on faculty appointment, promotion, tenure and dismissal; reviewing and approving proposed substantive changes in degree programs; approving degrees as recommended by the faculty; and authorizing the construction of new buildings, the major renovation existing buildings and the purchase or sale of land. The board's authority and responsibilities also include participating actively in strategies to secure sources of support, contributing to fundraising goals, appointing the president and annually assessing the president's performance.

The Board of Trustees uses the Quaker Business Procedures in its business meetings. Additional information, including a list of current Board members is available [here](#).

## THE PRESIDENT'S CABINET

Led by the President, the President's Cabinet is responsible for the strategic oversight and management of the College and its respective divisional units. Click [here](#) to learn more about the members of the President's Cabinet.

## ORGANIZATIONAL CHART

Guilford College is organized into divisions with a Cabinet member leading each area. Click [here](#) to see Guilford's current Organizational Chart.

## MISSION OF THE COLLEGE

Guilford's longstanding mission is clear and distinctive: to provide a transformative, practical and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative problem-solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world.

## CORE VALUES

Guilford College is grounded in the relentless pursuit of its seven Core Values. These enduring values are the basis of the College's mission and are guided by the Quaker testimonies. The College was founded by the Society of Friends (Quakers) in 1837, and their principles are reflected in the campus culture.

- Community
- Diversity
- Equality
- Excellence
- Integrity
- Justice
- Stewardship

The campus community identified these values through a participative and inclusive process in 2003. The pursuit of these core values is integral to the educational experience we offer, abundantly visible in academic and co-curricular campus life. A description of each of the Core Values can be found [here](#).

## THE QUAKER TRADITION OF GUILFORD COLLEGE

### ***Quaker Heritage***

Guilford College appreciates and recognizes its Quaker Heritage as central to its character, distinctiveness and quality. This heritage informs and nourishes Guilford today; it inspires and shapes the College community. We recognize that while our educational undertaking is academic and pluralistic in character, its essential qualities derive in large measure from the Quaker affirmation of underlying spiritual meaning and value in all of human endeavor. Indeed, we recognize that many of the specific concerns of the Quaker religion translate into good educational practice and that Quakerism itself is also a way of living in a global community. To think and act otherwise is to make Guilford one among many respectable liberal arts colleges, but not one that stands apart as distinctive.

The Quaker way of living values commitment, courage, candor, empathy, integrity, tolerance in individuals and their community, peace, equality and simplicity. It assumes emergent truth and a search for the ideal. It stresses the importance of silence as a means of communal and individual centering and discovery. It depends on profound respect both for the individual and for the wisdom in community. In this respect for the individual and for the belief that the spiritual dimension is in each person, the Quaker way of living promotes learner-centered rather than curriculum-centered approaches to education. It promotes social justice, world peace, service, ethical behavior and disciplined and creative learning. It seeks to distinguish between the less significant and the significant and between self-interest and community well-being.

The College believes that mature individuality and healthy community depend on each other; that full individual development occurs through interaction with others; that connection to others gives individual uniqueness its meaning. Communities thrive in the longer run through the responsible exercise of their members' individuality. The responsibility to others inherent in these reciprocal ties provides both a focus for spontaneity and a powerful motivation to individual excellence. But the priority remains the education and benefit of the community.

### ***Quaker Business Procedures “Quaker Decision-Making Model”***

Many campus meetings are conducted according to Quaker business procedures. Meetings begin with silence in order to reach beneath individual preferences to a level of openness that will facilitate decision-making for the good of the whole and end in silence to affirm the unity of the whole. The gathering of a “sense of the meeting” normally involves two stages: a tentative exploration of the issue, information gathering, and raising questions of clarification, and then, a convergence toward decision, presenting considered judgments, and checking for “a sense of the meeting” (sometimes called consensus). This process is guided by a Clerk (or person leading the meeting), whose role is to remain completely neutral and simply guide the process, practicing deep listening and then synthesis where they consider to be where the meeting is at in that moment.

Members then add "I approve" in order to assist the Clerk in sensing how far the group has moved toward unity and to avoid repeating the same point just said by another.

In the process of reaching decisions, employees have the responsibility to share their concerns with their colleagues during these meetings rather than afterwards in “parking lot sessions,” to listen carefully and consider the views of others, and to be willing to lay aside personal or group interest in order to allow a harmonious sense of the meeting to emerge. It is crucial that objections be raised in a timely, respectful and direct manner during the meeting. Decisions rest upon a general sense of the meeting. The sense of the meeting is not identical to unanimity, but implies a willingness of the group to go forward with the proposal. If an employee does not agree with the sense of the meeting, he or she may

"Stand aside" and allow the decision to proceed while not actually endorsing the action or policy;

- Ask to be recorded as opposed but allow the group to go forward; or
- Choose to delay the group's decision when the issue is a matter of deep personal conscience.

In the latter case, the individual conducting the meeting will normally ask for further discussion or propose that a committee work with the dissenting member(s) to understand better the roots of the objection and continue discussion of the issue at another meeting. The convening group may move forward despite an individual's objections if the individual conducting the meeting senses that the individual's concerns are not rooted in the best tradition of Friends' practice or do not spring from deep conscience. Once an issue is resolved, the decision is read back to the meeting and recorded in the minutes.

For further clarification, see Howard Brinton's Guide to Quaker Practice and Michael Sheeran's Beyond Majority Rule: Voteless Decisions in the Religious Society of Friends.

### ***Queries for Reflections***

Are we holding in alignment Guilford's Quaker ethos with the active, continuing formation of the college as community?

Are we as a community practicing discernment, being open to new Light from wherever it may come?

Are we creating a safe and brave space for others so that they may be fully present in this community?

As we consider any of our decisions, large or small, are we keeping the best interests of Guilford at the forefront?

Additional information about the Quaker Tradition and Guilford College's origin can be found [here](#).

## RECRUITMENT

### ***Recruitment Philosophy***

Guilford College is committed to the recruitment and retention of a broad, inclusive student body, faculty and administration who represent a wide range of interests, abilities and cultures. Just as a vibrant liberal arts education in the classroom challenges attitudes, beliefs and accepted ways of thinking, the interaction outside the classroom of individuals with different perspectives strengthens our educational enterprise. Guilford College accepts applications for employment only in response to vacancies posted on the employment web site.

All hiring managers and search committee members should review and follow Guilford's "[Best Practices for a Successful Search](#)." Additional information regarding faculty searches and hiring is included in the Faculty Handbook.

### ***New Positions***

Normally, requests for new positions will be considered as budget preparations begin for the next fiscal year. In cases where new hourly staff needs of the College emerge either through priorities established during the planning process or through internal or external contingencies, it will be the responsibility of the vice presidents to justify personnel requests.

New positions (excluding temporary) are subject to the following requirements. An electronic job posting shall be completed and forwarded by the manager/department head through the online job posting workflow. The manager will provide supporting information that includes the following:

- Mission of the area in which the position is being requested (including the place of that office in the overall mission of the College);
- Reporting line of the new position with comment if this represents a change;
- Budget impact, salary requirements, computing needs, office space and furniture requirements;
- Rationale for filling the position;
- An explanation of what will occur if the position is not approved; and
- What kind of search will be necessary to fill the position (scope, probable timetable, method, and estimated recruitment costs).

These same criteria may also be used to justify refilling a vacant position.

### ***Authorization for Recruitment***

The department head contacts the appropriate vice president or dean to request that a position be filled. Once approval is obtained, the hiring manager creates a job description (see below). Once the appropriate authorizations to search have been obtained, recruitment can begin.

All positions that become vacant will be reviewed to determine the relative need for the position, possible reductions in other areas, and flexible options by which the work might be accomplished. If there has been a change in the job duties since the last job description was written, there should

be a new job description presented with an explanation of the changes in duties and responsibilities.

The president must review and approve all requests. No applicant search, either internal or external, will begin until the president has approved the request and the position description and justification information are received in the Office of Human Resources. Once all approvals are received, the position will be posted and a search may begin.

### ***Job Description***

Searches begin with the development of a current job description prepared by the hiring manager and sent to Human Resources for approval and for their records. Criteria should be explicit but broad enough to attract qualified and diverse candidate pools. The job description must include: position title, department/office, division, and title of immediate supervisor, essential functions, education, experience, required skills, and any other applicable requirements. The Office of Human Resources can assist in the development or revision of job descriptions.

### ***Search Committees***

Search committees are normally required for exempt positions. Effective search committees provide important benefits which may improve the quality of the search process. If structured properly, they reflect the participatory nature of campus governance and result in a more open and inclusive process. Good search committees help the candidates learn more about the values, culture, traditions, mission and history of the institution. Members of the search committee provide an informal network for the final candidate that can influence a candidate's success. Departments should include individuals who have broad perspectives and a commitment to diversity. An essential role of the search committee is to develop the largest, qualified applicant pool by pursuing high-quality and diverse applicants and to ensure that all applicants are considered equitably throughout the process.

Search committees should include individuals who thoroughly understand the requirements of the position and are committed to the mission and goals of the department, division, and college. Personnel from outside a hiring department can share diverse perspectives on a position as well as Guilford College's educational mission. Stakeholders directly affected by a hiring decision are particularly valuable resources. Hiring managers should feel free to contact the Office of Human Resources for recommendations of committee members.

The hiring manager may determine how to use the search committee, but the hiring manager is encouraged to consult with the search committee on all phases of recruitment including planning, resume review, and interviewing.

Hiring managers may (with the approval of the vice president or dean and the president) elect not to appoint an advisory search committee. In this situation, hiring managers are encouraged to consult with and involve in the interview process individuals with whom the individual hired will eventually work.

### ***Advertising***

The Office of Human Resources will assist by writing and placing advertisements. HR's budget may include funds for advertising on certain national websites and job boards. Hiring managers are encouraged to post vacant positions with other industry specific professional organizations and journals. Departments/divisions are responsible for covering the cost of any advertising that has not been budgeted by HR.

Hiring managers will work with the Office of Human Resources to identify the appropriate labor market from which to attract candidates (national, regional, or local), and advertising will be targeted accordingly.

Every effort will be made to expedite the search process. The hiring manager should bear in mind that many publications have deadlines for placing advertisements. These deadlines should not be a deterrent to conducting a competitive search that will reach a diverse applicant pool.

### ***Internal Promotions***

Internal promotions of highly qualified candidates will be permitted without a search where it is clearly evident to the manager that a current employee of the department is obviously qualified to fill an open position in that department. In such cases, the manager may either promote or transfer from within the department. The procedure requires that the manager consult with the director of Human Resources.

The general expectation and policy remains that searches will be conducted when vacancies occur and that internal promotion or transfer is an exception to policy.

### ***Reference Checks and the Offer of Employment***

The manager will notify the Office of Human Resources that a candidate has been selected for the position and will obtain references for the individual. Once references are checked, the manager will contact the director of HR to discuss a starting salary. Afterwards, a verbal offer of employment may be made subject to written confirmation by HR and contingent on a background check. The hiring manager should submit a Personnel Action Form (PAF) with all appropriate signatures to the Office of Human Resources. HR will then send the official offer letter which will include all necessary contingencies and will work with the selected candidate to complete the background investigation. New hires cannot begin working until they have completed all the necessary employment processing with the Office of Human Resources.

The hiring manager is encouraged to personally contact those candidates who were invited to interview and to send a letter or email to all candidates who are not selected for the position letting them know the position has been filled and thanking them for their interest in Guilford College (HR can provide sample communications). Notification should be made as soon as possible.

All notes and records related to the search should be retained by the hiring manager for a minimum of three years.

### ***Background Checks***

Guilford College works to ensure a safe and productive environment for faculty, staff, students and visitors. To accomplish this goal, the College performs background checks for all positions as outlined in this [policy](#).

### ***Moving Expenses***

Guilford College recognizes the competitive nature of the hiring process and departments may reimburse certain expenses incurred in moving household goods and personal effects on behalf of a faculty or staff member who has accepted a position at the College. Additional details are outlined [here](#).

### ***Personnel Action Form (PAF)***

When the offer of employment has been made and accepted, a Personnel Action Form shall be completed by the manager and forwarded to the appropriate senior administrator for a signature. When this completed form is received in the Office of Human Resources, it is used to generate the written confirmation of employment.

### ***Notification to Community of Hire***

The Office of Human Resources will inform the Guilford College community of the new hires as they occur through the appropriate channels.

### ***The Fair Labor Standards Act (FLSA)***

Guilford College is committed to compliance with all terms of the Fair Labor Standards Act (also known as the Federal Wage and Hour Law), including the payment of minimum wages and overtime pay. This law and its implementing regulations establish the criteria for determining which positions are non-exempt (eligible to receive overtime pay), and which are exempt (not eligible to receive overtime pay). Human Resources is responsible for overseeing compliance with such laws, including the determination of exempt and non-exempt status. Please contact Human Resources with questions concerning exempt and non-exempt status of positions.

**Exempt Positions:** Exempt staff positions are those that are exempt from certain provisions of the FLSA and are not entitled to overtime pay. These positions generally include administrators, managers and professionals (including faculty). Staff members in exempt positions receive a fixed salary, which is paid on a monthly basis. Exempt employees are expected to work all hours necessary to complete their assignments.

**Non-exempt (Hourly) Staff Positions:** For staff positions that the law defines as non-exempt, the College is required to keep hourly time records and to calculate pay on an hourly basis. Such positions are entitled to overtime pay at 1.5 times the employee's regular pay rate for all hours physically worked beyond 40 in a work week. (Hours worked between 35 hours to 40 hours will be paid at the regular rate.)



## ***New Employee Orientation***

Guilford College welcomes new employees through a formal orientation program. Orientation programs are conducted as needed by the staff in the Office of Human Resources. In addition, the supervisors of our new employees shall ensure that the necessary workplace orientation is provided. All new hires must complete required employment forms and processes on or before their first day of work.

## **COMPENSATION PROGRAM**

Guilford College seeks to reflect its Core Values in all major decisions, including the way Guilford employees are compensated. The Compensation Plan is designed to attract, develop, retain and reward employees who are drawn to the Guilford College Core Values, based in the Quaker tradition. The complete [Guilford College Compensation Program](#) can be found [here](#).

## **BENEFITS**

### ***Definitions***

The availability of certain benefits to spouses, committed partners or dependent children may be affected by changes in circumstances or determined by certain policy, statutory or regulatory provisions. For this reason the definitions that follow should be reviewed to determine if certain benefits will or will not apply to your particular situation.

***Spouse*** is one to whom another is legally married. In the event of legal separation or divorce, certain College benefits such as health and dental insurance will no longer be available through the group plan to the individual who is not employed by the College.

Dependent children are those children who are recognized by the IRS as dependents for tax reporting purposes. Dependent children must also meet the plan requirements for health and dental insurance coverage. These plans state age limitations and address full-time student status. Also, dependent children may not be married and still be covered under the group health and dental plans.

***Committed partners*** are two individuals who are:

- Living together and declaring themselves responsible for one another's welfare to the same extent as spouses are responsible for each other's welfare;
- Not related by blood closer than would permit marriage under state law;
- Neither married to anyone else nor, whether currently or within the previous twelve months, declared domestic partners of anyone else; and
- Eighteen years of age or older.

In addition to the above, committed partners must certify financial interdependence by meeting three of the following four conditions:

- They must hold a joint mortgage, lease or rental agreement.
- The employee must designate the partner as primary beneficiary on the group life insurance plan and/or retirement plan.
- The partner of the employee must be designated in the employee's will as the primary beneficiary of the employee.
- The partners must jointly own a bank account, credit card or a car.

Committed partners will have available to them all of these benefits: health and dental insurance; dependent life insurance; family leave spouse/partner benefit for serious illness of the partner; tuition remission for the partner who is pursuing an initial undergraduate degree.

In the event of a termination of a marriage or a committed relationship, it will be the employee's responsibility to inform the director of Human Resources of that termination. The ex-spouse or committed partner who is not an employee of the College will no longer be entitled to any benefits of the College.

**Dependent Child** is a child until the end of the month of their 26th birthday, who is either: 1) the employee's biological child, stepchild, legally adopted child (or child placed with the employee and/or spouse or domestic partner for adoption), foster child, or 2) a child for whom legal guardianship has been awarded to the employee and/or spouse or domestic partner, or 3) a child for whom the employee and/or spouse or domestic partner has been court-ordered to provide coverage. The spouse or children of a dependent child are not considered dependents.

### ***Benefits Required Under State or Federal Law***

The College makes payments monthly for disability and retirement benefits, as provided by the Federal Insurance Contributions Act (FICA - Social Security and Medicare). Unemployment insurance is provided for all employees, as required by law. These payments are considered part of the total compensation package for each employee.

Worker's Compensation Insurance is also provided for all employees to protect employees in the event of job-connected injury or illness. It is imperative that all job-related accidents be reported in writing immediately to the Office of Human Resources.

### ***Insurance Benefits***

#### ***Medical Insurance***

The College provides medical insurance for full-time employees (employees who work thirty hours or more a week on a regular basis or are considered full-time faculty) and their families. Employees and the College share in the cost and premiums are reviewed each year.

Coverage begins following thirty (30) days of full-time service, provided the employee is actively employed on that date and has completed the necessary enrollment form. If the employee is not at work on that date due to health reasons, then the employee will be eligible for the health insurance upon return to full-time employment.

## ***MYidealDOCTOR***

Employees and their family members can receive access to U.S. board-certified physicians who can consult, diagnose and prescribe medication if deemed appropriate via interactive audio or video regardless of time of day or location. This benefit is provided at the College's expense to all employees who are enrolled in the College's medical insurance plan and their families. Additional information is available on the [MYidealDoctor](#) website.

## ***Wellness Benefit***

The College offers discounted employee medical premiums to employees and covered spouses/committed partners who receive a routine physical with applicable lab work. Proof of the physical exam must be submitted to Human Resources to receive the benefit.

## ***Reimbursement Accounts***

Full-time employees are eligible to participate in health care and dependent care reimbursement accounts that allow the employee to pay for certain eligible expenses with pre-tax dollars, thus eliminating federal and state income taxes and Social Security tax on these expenses. The amounts in each account must be decided at the beginning of each plan year and cannot be changed during the year except in certain circumstances prescribed by law. For further details, consult the Office of Human Resources.

## ***Dental Insurance***

The College provides dental coverage for full-time employees (employees who work thirty hours or more a week on a regular, continuing basis or are considered full-time faculty). Employees and the College share in the cost of the core plan and premiums are reviewed each year. Employees may elect to purchase additional coverage through a buy-up plan and can cover eligible dependents at an additional expense.

Coverage begins following thirty (30) days of full-time service, provided the employee is actively employed on that date and has completed the necessary enrollment form. If the employee is not at work on that date due to health reasons, then the employee will be eligible for dental insurance upon return to full-time employment.

## ***Vision Plan***

The College provides vision coverage, at employee expense, for full-time employees (employees who work thirty hours or more a week on a regular, continuing basis or are considered full-time faculty). Coverage begins after thirty days of full-time service, provided the employee is actively employed on that date and has completed the necessary enrollment form.

## ***Group Short-Term Disability Insurance***

Guilford College provides short-term disability insurance protection for all employees classified as full-time regular employees and who work a minimum of thirty (30) hours a week on a regular and continuing basis. There is a one-year waiting period from the date that full-time employment begins for short-term disability coverage to be effective. In order to be covered under the plan, the

employee must be actively employed at Guilford College on the day that eligibility for coverage begins. There is no cost to the employee for this coverage.

Short-term disability coverage will begin after the employee has exhausted all of accrued emergency leave. Exception: If the employee notifies Human Resources in writing before the beginning of the short-term disability period, they may choose to preserve up to three days of emergency time. The College will pay 80% of the regular base pay of an employee to a maximum of \$5000 per month for up to 180 days of disability. Once the maximum coverage period has been reached, the College's obligation to pay the short-term disability period will terminate.

If the employee returns to work on an abbreviated schedule (less than 80%), the employee will still receive at least 80% of base pay regardless of the number of hours actually worked, up to the maximum 180 day short term disability period.

If an employee returns to work on a regular schedule for over three continuous months and then goes out on disability again for the same medical condition or illness, a new short-term disability period begins. Otherwise, the condition is considered an extension of the previous disability period.

The other benefits for employees who are out of work due to short-term disability will continue during the period in which they are covered under the short-term disability plan. The College will continue to deduct employee health and dental premiums at the rates currently in effect during the period of the disability. Employer paid retirement contributions will continue based on the actual salary paid.

In order to be covered under the short-term disability plan, the employee's health care provider must provide a letter to be sent to the Office of Human Resources. The letter should contain the following information:

- A brief description of the nature of the disability and when the disability began;
- A statement as to the approximate length of the disability, if known.

Employees who are returning to work after short-term disability must present documentation from their health care provider releasing them to return to work. This release to return to work should also list any work restrictions that may apply to the individual upon return to work.

The College reserves the right to ask for additional opinions from other health care providers at the College's expense before benefits begin and/or before the employee is allowed to return to work. For additional information about medical leaves, see the College's [FMLA Policy](#).

### ***Group Long-Term Disability Insurance***

Insurance to cover partial salary continuation during long-term total disability is provided for all employees classified as regular full-time and who have completed twelve (12) months of continuing full-time employment with the College. For the purposes of this benefit, non-faculty employees who work less than thirty (30) hours a week are not considered full-time employees. The College's

long-term disability carrier determines eligibility for benefits based on the medical documentation submitted and the terms of the policy.

An employee must be actively employed on the day eligibility for coverage begins. Long-term disability insurance will supplement any income from Social Security, Workers Comp, Unemployment Insurance, or other source arising out of said disability for a combined total of 60% of the employee's former regular monthly salary up to a maximum of \$7,500. Further details regarding total disability coverage are available from the Office of Human Resources. There is no cost to the employee for this coverage.

### ***Group Life Insurance***

The College provides, at its own expense, term life insurance for all employees classified as full-time or those who are working a minimum of thirty (30) hours a week on a regular basis. Life insurance coverage begins after thirty (30) days of employment, provided the employee is considered to be actively employed on that date.

The benefit amount is equal to the yearly base salary of the employee, rounded up to the next \$1,000. A double indemnity clause is included that doubles the benefit in the event of an accidental death. The employee's insurance coverage amount is recalculated each time the employee's salary changes.

Upon the death of an insured employee, the current life insurance carrier will pay to the designated beneficiary(ies) the current life benefit of the deceased employee in accordance with the plan document. Also, in the event of the death of the employee, the College will pay salary and fringe benefits for the calendar month in which the death occurs.

Please contact the Office of Human Resources for further information regarding additional optional life insurance.

### ***Taxation of Health, Dental and Life Premiums***

The employee's portion of the premium cost for health and dental and the value of life insurance under \$50,000 is paid with pre-tax dollars. This means that an employee will not pay federal or state income taxes or Social Security (FICA) tax on these premiums, thereby reducing the taxes paid by the employee. In the case of committed partners who are not considered spouses under federal law, premium costs are taxable.

### ***Tuition Benefits***

#### ***Tuition Remission***

Tuition remission for classes taken at Guilford College is granted to regular (non-temporary) full-time employees under the conditions listed below. Qualifying employees and their dependents who meet the normal admission requirements of the College will be eligible for tuition remission equal to the amount of tuition less any other grant(s) available through the Financial Aid Office

(Federal and State grants, institutional grants and scholarships, etc.). The benefit will not be reduced by scholarships from sources outside the College (ex: scholarships from high schools, service organizations, churches, etc.).

Room and board charges, class and lab fees and other miscellaneous charges such as health insurance and activity fees are not covered by tuition remission. Additionally, textbooks and class supplies are not covered.

Individuals receiving tuition remission are held to the same academic requirements as all other financial aid recipients. To continue receiving this benefit, the individual enrolled must maintain satisfactory academic progress as defined in the *College Catalog*.

### ***Tuition Remission for Employees***

Tuition Remission application forms are available in the Office of Human Resources. The completed form must be submitted by the first day of classes. Processing of the form will be coordinated with the Office of Student Financial Services.

Employees who are classified as regular (non-temporary) full-time (working 10 or more months in a calendar year on a regular and continuous basis (at least .8 FTE) and have been employed for twelve (12) months or longer may apply for and be granted tuition remission for one course per semester at Guilford College. Employees may either take the course on a for-credit basis or may audit the class on a space-available basis. Activity fees, books, laboratory fees and other related costs will be the responsibility of the employee.

It is expected that employees who participate in the tuition remission program will schedule their classes outside the regular work day. If a class must be taken during the work day, it requires pre-approval of the employee's supervisor. The supervisor will make an approval decision based on whether or not the work can be rescheduled and/or adjusted with other employees to assure appropriate staffing at all times. Employees taking courses during regular work hours will be expected to use their lunch hours for that purpose. No more than one hour per day is to be taken away from the office for this purpose. If a class period is longer than one hour, the employee will make arrangements with the manager to make up the additional time that must be missed.

All regular (non-temporary) full-time employees after thirty-six (36) months of continuous full-time employment may apply for and be granted tuition remission for two courses per semester.

Summer School sessions are not eligible for the tuition remission program.

Full-time regular (non-temporary) employees other than faculty who work only during the academic year and have been with the College a minimum of twelve (12) months may participate in tuition remission by paying 25% of the cost of the course. 75% of the cost will be absorbed by the College.

If a part-time employee goes from part-time status to full-time regular (non-temporary) status, and the individual has worked continuously for the College for a minimum period of two years, then the employee will be eligible for tuition remission for one course per semester after ninety (90) days of continuous full-time employment. After three years of full-time employment, the employee will be eligible for two courses per semester.

If a full-time employee goes to part-time status, the employee will immediately be responsible for one-half of the cost of tuition remission.

### ***Tuition Remission for Dependents of Employees***

After twelve (12) months of continuous regular (non-temporary) full-time employment, Guilford College provides tuition remission for spouses, partners and/or for dependent children (up to age 26) of all employees considered full-time. A maximum total of 128 credit hours are allowed per dependent. Summer School classes are not eligible for the tuition remission program. Also, this benefit does not apply to tuition overload charges. For such individuals to continue to receive tuition remission, the employee must continue to be employed by the College on the same or greater basis as when they began using the benefit. All eligible dependents may enroll in classes on a space-available basis.

In the event that an eligible non-employed committed partner (not spouse or child) receives tuition remission as a dependent of a Guilford employee, then the value of that tuition remission will be taxable to the employee as gross income and will be reflected on the employee's W-2 as such.

Certification/non-credit programs available through the Center for Continuing Education's Professional Development and Training Center (PDTC) are not eligible for tuition remission.

Tuition remission forms are available in the Office of Human Resources. Completed forms must be submitted by the first day of classes. Processing of the form will be coordinated with the Office of Student Financial Services.

In determining eligibility for Tuition Remission as a dependent, the College adheres to the standards of financial dependency formulated by the Internal Revenue Service as stated in the annual instructions for filing Form 1040. Financial dependency will be a prerequisite for tuition remission for dependents of all employees without exception. The Free Application for Federal Student Aid (FAFSA) must be completed for all legally dependent children. Failure to make timely application will disqualify the employee from this benefit. All need-based aid, including federal and state funds, will be applied to tuition charges prior to awarding the tuition waiver.

The tuition remission benefit that an eligible spouse / partner and / or dependent of the employee can receive will be equal to the excess of tuition costs over any applicable financial aid, including federal, state, and institutional aid.

Students receiving tuition remission are held to the same academic requirements as all other financial aid recipients. To continue receiving this benefit, the students enrolled under tuition remission must maintain satisfactory academic progress as defined in the *College Catalog*.

Requests for tuition remission must be submitted by the first day of classes to the Office of Human Resources. Tuition remission for dependents requires that the full-time Guilford College employee certify financial dependency by signing an affidavit that the student for whom tuition remission is sought will be claimed as a dependent on Form 1040 during the proposed enrollment period. Moreover, the person receiving tuition remission must be dependent on the employee by Internal Revenue standards for the period for which tuition remission is requested. College employees utilizing the tuition remission benefit are requested to report promptly to the Office of Human Resources any change in the number and status of dependents eligible for tuition remission due to birth, legal adoption, marriage, legal separation, divorce, death, or termination of committed partner status.

### ***Retirees***

Guilford College allows retirees to audit classes at the same rate as other senior citizens. Retired employees will be responsible for all class and lab fees required of regular students.

Retirees register to audit courses at the usual registration time. Should a course be filled beyond capacity, students enrolled for credit will have priority over those students who audit.

### ***Termination of Employment***

If an employee either leaves Guilford College voluntarily or is terminated by the College, and the employee, the spouse, partner or dependent child wishes to complete a semester's course(s) started under tuition remission, the College will pro-rate the tuition owed on the basis of the number of weeks completed before employment ended.

If, in the above circumstances of leaving employment, the employee, spouse, partner, or dependent child decides to drop the course(s), the pro-rated rule would apply. College rules concerning deadlines, financial aid and academic requirements for withdrawal from classes would also apply. (See College Catalog for further information.)

### ***Tuition Exchange***

The College participates in the [Tuition Exchange Program](#) with numerous other colleges and universities. After a regular (non-temporary) employee has worked at the College full-time for 12 months, the employee's blood related or legally adopted dependent children are eligible to participate in this program. Dependents eligible for tuition exchange must be degree-seeking and pursuing their initial baccalaureate degrees. However, many of the colleges listed as participants in this program may not, at the time, be able to accept students through this program. Consequently, tuition exchange, especially with a college of first choice, is not always available. Guidelines



governing the program, a list of participating colleges, and the status of each college within the program may be secured from the office of the director of Financial Aid.

If an employee of Guilford College who has a dependent child attending another institution of higher education under the tuition exchange program leaves the employment of Guilford College, the tuition exchange benefit for that employee is terminated retroactive to the beginning of the current term/semester. The former employee will be responsible for paying the institution (being attended by the dependent) the tuition due for that entire term/semester.

## ***Retirement Benefits***

### ***Social Security***

The mandatory Social Security tax (FICA) deducted from an employee's paycheck is matched by the College. See the [Social Security Administration](#) website for more information.

### ***Defined Contribution Retirement Plan***

Social Security benefits are often not substantial enough to be an individual's sole or primary source of retirement income; therefore, the College strongly encourages its employees to participate in the Guilford College Defined Contribution Retirement Plan offered through [TIAA](#).

All regular employees who work a minimum of 1000 hours or more during a consecutive twelve (12) calendar month period commencing with the date of employment will be eligible for participation in the Guilford College Defined Contribution Retirement Plan after twelve (12) months of employment. The employee is required to participate in this plan.

Beginning with the 13th month of employment and continuing through month 48, the College contributes an amount equal to 6% of the individual's base salary to this fund; the individual contributes a mandatory 1%. Beginning with the 49th month of full-time employment, the College contributes 11% and the individual continues to contribute a minimum of 1% to their retirement plan.

Employee contributions may be made on a tax-deferred basis up to permissible federal and state limits.

### ***Tax-Deferred Annuity Plan***

All employees are eligible to make voluntary contributions to the Guilford College Tax-Deferred Annuity Plan as an additional way to save for retirement.

## ***Other Benefits, Resources and Programs***

### ***Athletic Facilities and Events***

Guilford's athletics complex includes the Armfield Athletic Center, home to our football, men's soccer, women's soccer, men's and women's lacrosse teams; as well as the Physical Education Center, a \$4-million complex housing the Mary Ragsdale Fitness Area, locker room facilities, team rooms, dance / yoga / Tai Chi studio, outdoor sand volleyball and basketball courts and a fully equipped training room. Adjacent to the P.E. Center are tennis courts and the Alumni Gym.

Employees are able to use the fitness center, basketball and tennis courts and can attend most athletic games for free.

### ***Bike Shop***

The bike shop fosters and supports a biking culture and community on campus. Rental bikes are available to the Guilford community for a day, a week or the whole semester. The Bike Shop is open Monday through Friday for rentals, discounted tune-ups and basic repairs.

Electronic waste is welcome, too. Bring in old batteries and devices that plug in or use a battery but don't work anymore (cell phones, stereos, cameras, etc.).

### ***Bookstore***

Located in the lower level of Founders Hall, the Guilford College Bookstore carries textbooks for purchase or rent, apparel, supplies, technology and gifts. Faculty and staff receive a 10% discount on purchases (excluding food/beverage and textbooks).

### ***Campus Dining Options***

Guilford and its dining partner, Meriwether Godsey, offer a variety of dining options at three on-campus locations; Founders Dining Hall, The Grill, and The Quakeria. Diverse menus allow the dining staff to provide meals to everyone, including those with special dietary needs and restrictions. Faculty and staff receive discounted meal pricing and can further reduce cost by signing up for a Faculty/Staff Meal Plan through Human Resources.

### ***College Housing***

New employees are given priority on College housing. Faculty and staff interested in living on campus (primarily houses and a few apartments) should email the vice president for administration and finance for information and to be put on the waiting list. As vacancies occur, employees on the waiting list are contacted to see if the available space matches the individual needs. Rents are paid via payroll deduction and a lease is required. Rental prices are set at fair market value for the West Greensboro area to comply with IRS income reporting requirements. Security deposits are not required but any outstanding rents and/or payments for damages when the lease terminates are deducted from the employee's paycheck. Leases automatically terminate within 15 days after employment ends.

### ***Employee Discounts***

Employees and their family members are eligible for discounts at Gold's Gym. Membership fees can be payroll deducted and any upfront fees are waived.

Employees also receive discounts at Wet'n Wild Emerald Pointe Water Park, King's Dominion and Carowinds. Contact Human Resources for additional information.

### ***The Guilford College Farm***

The Guilford Farm produces over ten thousand pounds of food each year and provides fresh vegetables for Dining Services, a student operated on campus farmer's market, and a CSA (Community Supported Agriculture) program. The farm also provides produce to two local groceries and few local restaurants.

### ***Parking***

Employees may park for free in specified locations on the Guilford Campus. Parking and traffic information is available [here](#).

### ***Tickets to College Events***

All employees are eligible to receive complimentary tickets to most Guilford College intercollegiate athletic events and to many other on-campus cultural events including the [Bryan Series](#).

## **LEAVES**

### ***Administrative Staff and Professional Librarian Study Leave***

Recognizing that administrative staff and professional librarians need periodic occasions for strengthening academic and professional resources that are essential to effective work, these groups of employees are eligible to apply for study leave. Specifically, this includes the professional library staff and the professional administrative staff (exempt employees). The length of leaves will depend on the required adjustment of responsibilities and the character of the study leave proposal, but will not exceed the equivalent of one semester.

Leave proposals may be considered following a minimum of six years of full-time service to the College in a professional capacity. They are granted by the president, on the basis of written proposals submitted during the fall term of the academic year prior to that for which the leave is requested. Such proposals should be submitted to the department head by September 1, and to the senior administrator by September 10. The proposal should include the time and duration of the requested leave, a description of the intended activities and their potential contribution to areas of professional importance and individual growth, and a recommendation for coverage of the regular work assignments of the individual requesting the leave. At the end of the leave a written evaluation of the progress of activities during the leave, plus copies of any writings or professional programs developed during the leave, shall be submitted to the senior administrator.

Administrative leaves are granted for a period equivalent to one semester with full compensation. Recipients will continue to be covered under the benefit plan to include continued accrual of emergency leave and vacation during the leave period.

Whenever possible, work allocations should be adjusted internally in order to sustain the activities and responsibilities of the person on leave. It is recognized that in some cases this will add a modest additional burden to colleagues within the College, but these individuals may be afforded the same opportunity at another time.

Leaves may be requested during the sixth year and awarded in the seventh year of continuous full-time service to the College in a professional capacity. After a study leave, another period of at least six years must elapse before another leave can be taken.

Should the recipient choose to leave the College within one year following the study leave, repayment of the monies advanced during the leave will be required to include salary and benefits and other monies such as travel advances and other general expenses paid for or advanced to the administrator or professional library staff member during the leave.

### ***Armed Forces Leave***

An employee who returns from service in the armed forces of the United States will be re-employed in accordance with federal law in effect at that time. An employee who is a member of a military reserve unit or a member of the National Guard of North Carolina, and who attends a regular military training camp will be given necessary time off to attend such training. Accrued vacation time will not be affected in any way by reserve training.

Full-time employees of Guilford College who are called up for military service under federal or state law necessitating their immediate departure from the campus but who do not intend to separate from employment with the College are granted the following privileges.

- Pursuant to the Uniformed Services Employment and Rights Act of 1994, ([USERRA](#)) the position occupied by the employee will be held for that person's return immediately following the period of service.
- For the pay period (semi-monthly or monthly) in which the call-up occurs, normal pay and benefits will be paid by the College.
- Pay and benefits supported financially by the College will be discontinued beginning with the next pay period and extending until the person returns to Guilford College for full-time employment.
- If the individual so chooses, certain benefits provided by the College may be continued while in service, with the employee paying for the cost of these benefits. Arrangements should be made through the Office of Human Resources.
- Should the person return during a pay period, pay and benefits, as appropriate, will be pro-rated within that pay period based on the actual date of return.

If an employee is called to active-duty military service, the College will afford all reemployment rights, compensation and benefits provided for by the [USERRA](#) and other applicable federal or state law.

Employees in the military reserves who are on leave for their annual two-week reserve training program will receive their regular base pay for that period minus the amount received from the military for the completion of the reserve training program.

Department managers have authority to grant a leave of absence to an employee to allow that employee to attend an armed forces training camp for not more than two weeks, plus necessary travel time.

Guilford employees in the military who seek leave time for any military-related service will provide documentation of their requested service to the College in advance of any leave.

For leaves in excess of two weeks, excluding travel time, department managers must secure approval from the vice president and academic dean or the vice president's designee before granting the leave.

### ***Election Day Time Off for Voting***

Any employee who is registered to vote and who is scheduled to work on any national or local election day during the hours the polls are open may be eligible to take a maximum of two hours of paid time off to allow the time necessary to vote. This provision is applicable for those individuals who would otherwise not have sufficient time to vote outside regular working hours.

### ***Family/Medical Leave Act (FMLA)***

Guilford College seeks to help employees balance their work and family responsibilities and is committed to compliance with the Family Medical Leave Act (FMLA). The College provides eligible employees with unpaid, job protected [leave](#) for up to 12 workweeks of leave during any 12-month period as outlined in the [FMLA policy](#).

### ***Holidays***

All individuals classified as full-time employees will have thirteen (13) holidays during the calendar year which include: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Thanksgiving (two days), winter holidays (five days to be determined each year which will encompass Christmas Eve through the New Year's Day holiday), and at least two floating holidays to be taken at any other time during the calendar year.

Any of these floating days is to be scheduled with the supervisor's approval. New employees hired between January 1 and June 30 will receive credit for one floating holiday. Those hired July 1 and thereafter will receive no floating holidays during the remainder of the calendar year.

Official holidays are to be taken when they occur and may not be taken at other times unless necessary to the operations of the department involved. For departments that must be operational

during College defined official holidays, the department supervisor can require that the employee(s) take these days at another time during the year. Regular part-time employees receive holiday pay on a pro-rata basis. Temporary employees are not eligible for paid holidays.

Employees who are not scheduled to work on a College-paid holiday shall have an additional day off with pay in place of one of their normally scheduled workdays.

### ***Jury Duty***

An individual summoned to jury duty will be paid full salary and benefits for a maximum of two weeks while serving on the jury. The employee will also be allowed to retain the jury duty pay received while serving on the jury. Additional time away in excess of two weeks will not be paid but will not jeopardize employment and accrued vacation may be used at the employee's request. A copy of the jury summons or a statement from the court that the individual has served on a jury must be provided to the supervisor. This documentation must then be forwarded to the Office of Human Resources. Time away from the job for jury duty will not count against accrued vacation or emergency leave.

### ***Medical Leave***

Medical leave, including maternity leave, is available when an employee is unable to perform her or his job duties because of the employee's own health condition. A physician's medical certification supporting the need for leave due to a serious health condition is required for a medical leave. A certification of fitness-for-duty is required from the physician to document that the employee is able to return to work. The College may require an additional medical opinion from a physician of its choice prior to allowing the employee to return to work. (See Group Short-Term Disability Insurance.) For additional information about medical leaves, see the College's [FMLA Policy](#).

### ***Personal Leave without Pay***

Personal leave without pay may be granted for a period of a minimum of five working days to a maximum of thirty calendar days. A written request with approval from the immediate supervisor and senior administrator is required. This request must be submitted to the director of Human Resources at least two weeks before the requested leave is to begin. During personal leave employees must pay for any health, dental and other premiums which have normally been deducted from their pay. If the leave is for less than one month, employees will be responsible for paying a prorated share of the employer-paid portion of their benefits.

## **COLLEGE WIDE COMMITTEES**

The College Committee structure serves as an important vehicle through which issues are discussed and decisions affecting the College and its various constituencies are made. All committees use Quaker business procedure. Faculty committees (described in the [Faculty Handbook](#)) consider academic, curricular, faculty governance, and faculty personnel issues.

## ***Benefits Committee***

The Benefits Committee makes recommendations to the President and -- when necessary -- to the Budget Committee and to the Strategic and Long- Range Planning Committee. The committee has the responsibility for evaluating all policies related to employee benefits and recommending changes when appropriate. The committee is responsible for reviewing the cost of the benefit program and working with the Budget Committee to be sure that appropriate funds are allocated to support it.

**Membership.** Controller/Director of Budgets; one representative from the Facilities staff, one exempt administrative staff member (chosen by the Staff Association), one non- exempt administrative staff member (chosen by the Staff Association). Three faculty members, one of whom chairs the committee and one of whom also serves on the Retirement Oversight Committee; at least one faculty member must be tenured.

## ***Budget Committee***

Within parameters provided by the president, the Budget Committee serves an advisory role in formulating a clear realistic annual budget that aligns with core values and institutional goals. The committee is responsible for reviewing and recommending to the president any changes in the current operating budget during the fiscal year. The committee is also responsible for advising the president on multiple-year future budgets within projected available resources, including the major revenue and expense drivers of the budget (e.g. student fees, endowment spending, institutionally funded financial aid, debt service, reserves). The committee will review and discuss available budget information prior to each of the meetings of the Board of Trustees and throughout the year as needed.

The Budget Committee may also serve the community in the following ways:

- Report budget information to faculty and staff through presentations, writing, and at least one forum per semester.
- Conduct research on budget issues at the college, either under their own initiative or at the request of the president or campus community
- Monitor and recommend adjustments to the implementation of the Compensation Policy of the College

**Membership.** The membership of the committee is as follows (10 members):

- Three faculty members, one of whom is the Clerk or his/her designee
- Vice president for Administration and Finance, as co-chair
- Vice president and academic dean, as co-chair
- Three staff members
- Treasurers of the student government
- Recorder, who will be the Director of Budget and Planning

Members of the President's Cabinet and other staff will be invited to meetings of the Budget Committee, as needed. Beginning the March prior to assuming the Clerkship in August, the Clerk-

elect will serve as an ex-officio member of the Budget Committee in order to provide transition and continuity. The Committee will report to the president.

### ***Compensation Committee***

In 2015, President Jane Fernandes created an ad hoc Compensation Committee to work with her to develop a Compensation Program for Guilford College. The goal was to establish a systematic program of overall compensation, so that salary decisions could be understood within the framework of a program that reflected the College's values. Compensation could then be more predictable and transparent, once the underlying rationale for salary decisions are well articulated and generally understood. The final Compensation Program was approved in March, 2017.

Though the Committee no longer meets on a regular basis, the president will convene and consult with the Committee when decisions need to be made about future compensation actions or potential changes to The Compensation Program provisions. Additional information about the Committee and its work can be found [here](#).

### ***Diversity and Inclusion Committee***

The Diversity and Inclusion Committee supports the College's commitment to cultural pluralism, diversity, equality, inclusion and anti-racism. It educates about the need for respecting these goals. It does so in ways that remind us of the need for a dynamic and pluralistic community, recognize the complexity and tension inherent in such a community, and work for its continuing creative development in a manner consistent with the mission of the College. It primarily serves as an advisory group to the College's Office of Diversity, Equity and Inclusion to address the College's commitment to diversity, equity and inclusion as it relates to representational diversity, curricular and co-curricular transformation, campus climate, institutional leadership and commitment; it informs itself and the larger community about issues, dilemmas, and approaches outside of Guilford, as well as within; it brings to the College's attention the needs of constituent groups and to constituent groups the needs of the College; it serves as a resource about local, as well as larger issues for the appropriate committees, organizations, and individuals, including those involved in recruiting; it serves as a place of connection for ideas and issues in one area of the College with other areas where those ideas and issues have impact; it reports from time to time on the nature of diversity, equality, and cultural pluralism at Guilford. It may use speakers, consultants, workshops, public forums, its own research, participation in regional and national meetings, interviews, focus groups, and publicly available reports (or reports made publicly available in the case of its own special reports) generated by College officials. It operates with a public agenda and minutes.

### ***Institutional Effectiveness Committee***

The Institutional Effectiveness Committee was formed to ensure that Guilford College can demonstrate effectiveness in working toward its strategic priorities in all facets of its work and to bring expertise, continuity, advice and accountability to the Institutional Effectiveness endeavor. Additional information about the committee can be found [here](#).



### ***Institutional Review Board***

Anyone conducting research involving human subjects has an ethical as well as a professional obligation to ensure the safety, protection and rights of participants. All research involving human participants that is conducted by Guilford College employees or students must be reviewed by the Institutional Review Board. No matter how seemingly benign, the proposed research project must be reviewed by the IRB before work begins.

### ***Policy Committee***

The Policy Committee was established by the President to create a central repository for all Guilford College policies, and to develop a system of best practices for developing and maintaining those policies. Additional information, including the Committee Charge, can be found on the [Guilford College Policy Library website](#).

### ***The Retirement Plan Oversight Committee***

The Retirement Plan Oversight Committee was established by the president to manage the investments in the Guilford College Retirement Plans. The committee works with an investment manager and is responsible for:

- Establishing and maintaining the Investment Policy Statement;
- Selecting investment options;
- Selecting investment managers;
- Periodically evaluating the Plan's investment performance and recommending investment option changes; and
- Providing Plan participant investment education and communication.

## **COLLEGE POLICIES AND PROCEDURES**

### ***Access to Student Records/Family Educational Rights and Privacy Act of 1974 (FERPA)***

This policy which may be found [here](#) outlines the College's policies and procedures regarding the privacy of, and access to student records.

### ***Alcohol and Drug Policy Statement***

In compliance with the Drug Free Workplace Act of 1988, Guilford College employees are expected to report for work in appropriate mental and physical condition to effectively carry out their job responsibilities. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on College premises or while conducting college business off College premises is absolutely prohibited.

The full College policy is available [here](#).

### ***Background Checks***

Guilford College seeks to provide a safe and productive environment for faculty, staff, students and visitors. To accomplish this goal, the College performs background checks for all positions. Additional information is available [here](#).

### ***Bathrooms***

In keeping with Guilford College's Notice of Non-Discrimination, it is the policy of Guilford College to permit individuals to use any bathroom facility that meets their individual needs. For additional information, click [here](#).

### ***Breastfeeding/Lactation Policy***

Employees who are nursing mothers will be provided reasonable periods of time and a private space to nurse an infant and/or express milk as often as necessary for up to one year following the birth of a child. Additional information is available [here](#).

### ***Cell Phones and Mobile Communication Devices***

Guilford College will provide either a non-taxable stipend or a mobile communication device to employees for whom mobile communication devices (MCDs) are essential for them to conduct College business. The majority of faculty and staff are not eligible to receive a College provided phone or stipend. Additional information is available [here](#).

### ***Computing Resources, Network and Email Use***

Guilford College provides computing and network resources to its students for educational purposes and to its faculty and staff for work purposes. The College may provide access to other users at its discretion. Use of the College's computing and network resources is a privilege. All users are expected to exercise personal and professional responsibility and integrity when using these resources. The full policy can be found [here](#).

### ***Confidentiality of Information and Privacy Protection***

Guilford College takes affirmative steps to safeguard confidential information that may reside in its information and business systems about employees, students and others, and proactively deal with the risks of information security and privacy breaches, consistent with laws and regulations dealing with information and data privacy and security. Click [here](#) for additional details.

### ***Consensual Relationships***

See [Prohibited Relationships by Persons in Authority](#).

### ***Conflicts of Interest***

No member of the Board of Trustees or managing employee of Guilford College shall participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant funded in whole or in part by state funds or of any dispute arising under such

contract or grant when the trustee or managing employee stands to benefit, either directly or indirectly, from such contract or grant. Additional details are outlined [here](#).

## ***Correspondence and Copying***

### ***Copy Service***

The Print Shop offers high speed duplicating services to all faculty, staff and student organizations. Jobs will be billed to the appropriate department or organization number you provide.

A 24-hour turnaround time is required on job requests. During the first two weeks of the semester as well as two weeks before school starts a minimum of 48 hours' notice is requested. Exceptions to these time frames may be considered on a special request basis. Services include folding, binding (both comb 10 - 112 sheets and glue up to 125 sheets), hole-punching, and cutting to various sizes. Requests for set ups for post cards or items with multiple copies on one sheet should be submitted in a camera ready format. The Print Shop does not copy directly from books. Please submit clean originals on white paper when requesting copies or check with the shop to see if they have an original on file.

### ***Copyright Policy***

College faculty and staff are expected to adhere scrupulously to federal copyright laws as revised by Congress in 1976 through Public Law 94-553, effective January 1, 1978, and as subsequently amended. The [Copyright Policy](#) contains additional details.

### ***Emergency Operations Plan***

In the event of a natural, technological or human-related disaster, Guilford has special procedures in place to address the needs of mitigation, preparedness and response and recovery management called the all-hazard [Emergency Operations Plan \(EOP\)](#). This plan establishes policies, procedures and guidelines allowing Guilford to save lives, minimize injuries, protect property, preserve a functioning administration and maintain essential activities.

### ***Employee Rehire***

A former employee who resigned from the College in good standing may re-apply for employment with the College and will be considered along with other qualified applicants. Former employees who were dismissed or discharged normally will not be considered for re-employment. Employees who leave the College due to a reduction in force may be rehired in accordance with the Reduction In Force Policy (see page 39).

Employees who leave the College and are rehired within one year of the termination date will be fully reinstated under the benefit plan to include continuation of vacation and emergency leave accrual at the pre-resignation level.

### ***Employment of Relatives***

The College is committed to equal opportunity in employment and to considering all applicants based on their qualifications. Therefore, the College does not discriminate in favor of or against relatives of current or former employees who apply for positions at Guilford. The full policy, including a list of covered relatives, is available [here](#).

### ***Equipment Maintenance***

Maintenance work is normally scheduled based upon written work orders. If the request is for new work, faculty and staff shall request maintenance work by submitting a "Request for Maintenance Form (Work Order)" through the department chairperson or supervisor. If the request is for repairs, the work order form shall be sent directly through campus mail to Physical Facilities in the Maintenance Building. Telephone or data requests are communicated to the IT&S Help Desk, Bauman Telecommunications Building. Emergency requests for maintenance, i.e., those which are necessary to avoid personal injury or damage to buildings or grounds, should be transmitted by telephone to the Physical Plant (extension 2900).

All College employees are expected to be concerned with the care of College equipment. Damage to equipment in any College building should be reported immediately to Maintenance.

### ***Harassment and Intimidation (Other than Sexual Discrimination and Misconduct)***

It is the intent of Guilford College to prevent discrimination affecting any job applicant, employee or student based on race, color, ethnicity, religion, sex (including pregnancy), sexual orientation, national origin, age (40 or older), disability, gender, transgender, gender identity or expression, or genetic information. The College further intends for the environment of this community to be free of any intimidation or sexual or other discriminatory harassment of job applicants, employees or students. The College views discriminatory conduct as a very serious matter, and any employee or student who violates this policy will be subject to disciplinary action, up to and including dismissal, whether such conduct occurred on or off-campus.

Ignoring harassment does not make it go away. Employees or students who believe that they have been the victim of discriminatory harassment or who have witnessed such behavior has a duty to report the matter immediately. The College cannot take steps to solve the problem if it is not aware of it.

All complaints and related information will be investigated promptly. To the fullest extent practicable, the College will keep complaints and the nature of the resolution of complaints confidential. However, under the College's policies and procedures, such complaints may be subject to review by an appropriate hearing committee. Any form of retaliation against an employee or student who has in good faith complained about discriminatory harassment is strictly prohibited.

Employees who believe that they have been victims of discriminatory harassment should report the conduct to their supervisors or the appropriate person(s) under the College's grievance procedure.

In cases involving faculty or professional staff members, any complaints regarding violations of these policies should be brought to the appropriate senior administrator: president, academic dean, dean of students, vice president for Administration and Finance, vice president for Diversity, Equity, and Inclusion, vice president for Enrollment Management, vice president for Marketing, or vice president for Advancement. Other staff members who wish to seek redress may do so through the director of Human Resources.

Cases involving students are brought to the dean of students (who may, if the case involves faculty members, refer it to the academic dean. If it involves an administrator or staff person, the dean of students may refer it to the senior administrator or director of Human Resources.) Students are encouraged to select an advisor to support the student in the process.

If the complainant is not satisfied with the response to the complaint, the complainant should report the problem to a higher level manager or administrator.

The reporting party in a harassment complaint may withdraw a complaint if it is determined during the initial phase of the investigation that no harassment has occurred. The reporting party will be strongly discouraged from withdrawing the complaint if there is sufficient information presented to cause the individual(s) hearing the complaint to believe that harassment has occurred.

In the event that the situation is not resolved during the process which is described above, the individual is entitled to file a formal complaint. A complaint filed against a student will be heard through the student conduct process as outlined in the *Student Handbook*.

A complaint filed against a faculty member will be heard by an appointed committee composed of three faculty members and an alternate. The Nominating Committee of the faculty will have responsibility for appointing this committee on an as needed basis. All grievance committee members must be tenured faculty members, and they shall not serve on Clerk's Committee or Faculty Affairs Committee during the appointment. The Committee will be responsible for appointing its own chairperson.

A complaint filed against a staff member other than faculty will be heard by a hearing committee composed of three individuals and an alternate appointed by the president and convened by the director of Human Resources.

Parties involved in such hearings shall be entitled to bring with them a Guilford student, staff or faculty member to aid in the presentation and defense of their positions.

Documentation of matters involving alleged discriminatory harassment shall be maintained as follows: all records involving faculty members will be maintained in the Office of the Academic Dean; all records involving professional or other staff will be maintained in the Office of Human Resources; records involving students will be maintained in the Office of the Dean of Students.

Harassment or intimidation of job applicants, employees or students will result in disciplinary action which may include verbal or written warnings, probation, suspension or dismissal. The severity of the discipline will be determined by the seriousness of the incident.

For information regarding complaints of sexual discrimination and/or misconduct, please refer to the [College's Title IX Policy](#).

### ***Health and Safety***

Every employee is responsible for complying with College and governmental safety and health standards in the work area, using protective equipment, and promptly reporting hazardous conditions and job-related injuries. Additional information is available [here](#).

### ***Incident Reporting***

Employees should immediately report incidents and accidents on campus, as well as concerns about unsafe health, safety or environmental conditions, to their supervisor, to the director of Human Resources or to the director of Public Safety.

### ***Intellectual Property***

Guilford College is a community of creative thinkers and, therefore, the College encourages the development and dissemination of knowledge, ideas, inventions, and educational materials. These activities contribute to the public welfare, provide educational opportunities for students, contribute to professional development of the individuals involved, and enhance the reputation of the College. Guilford College further acknowledges that some of such inventions and materials may have commercial value. Therefore, the purpose of this Policy is to address intellectual property procedures in accordance with best practices without stifling creative endeavors or the dissemination of scholarly work. The full policy can be found [here](#).

### ***Keys***

The college will issue keys and/or electronic access to specific college facilities to employees who require facility access in order to fulfill their job responsibilities; the college may rescind this authorization at any time, for any business, safety, disciplinary or operational reason. For additional information, click [here](#).

### ***Library Lending Policies***

All library borrowers must have a Quaker Card which may be obtained from the Office of Public Safety. Faculty and staff (current and retired) may borrow regular loan materials from the Hege Library for one semester. Materials may be renewed up to three times (fall, spring, summer). Renewals may be made by telephone. Should another person desire use of any materials on loan to a faculty member, it may be recalled at the end of the first month. Faculty may place a "hold" on the material, and it will be returned when the borrower is finished with the item. They will be notified upon its return, and it will be held for them on the "hold" shelf at the Circulation Desk.

Faculty and staff spouses and children are permitted the use of regular loan materials. They must produce a barcoded I.D. when the loan is transacted. Faculty and staff members are not fined but the replacement cost for lost items is \$55.00 per item.

The Circulation Librarian extends the courtesy of informing borrowers when they have materials that are overdue, but borrowers are responsible for observing due dates, even if no overdue notice is received. Overdue reminders are sent to the faculty members' campus addresses at the end of each semester.

### ***Media Relations***

The College's official contact with external media outlets will be made only by or through the Office of Marketing. Providing the media with this reliable one-stop resource fosters confidence in the institution and ensures that the College speaks with a consistent, timely and accurate voice. Guilford's media policy and practices are outlined [here](#).

### ***Media Services***

Equipment setups for media presentation are handled through the Help Desk with the exception of College owned tapes, film and CD media which can be checked out at the circulation desk in the Library. Additional information about the services provided and the procedures for checking out equipment can be found [here](#).

### ***Outside Employment***

Guilford College employees are expected to devote their work efforts and energies toward the accomplishment of their Guilford obligations and commitments. To assure that employees do not undertake or engage in any outside employment that might conflict with the interests of the College, or hamper their abilities to fulfill their College obligations, employees are required to proactively work with their managers/supervisors before undertaking secondary employment. Additional information is available [here](#).

### ***Parking***

Guilford College provides parking accommodations on the Guilford Campus for vehicles of faculty, staff, students and visitors who comply with the provisions of this [policy](#).

### ***Personnel Records***

The College maintains personnel records of employees in order to document employment-related actions/decisions/benefits and to comply with federal recordkeeping regulations. The College restricts access to these records to authorized personnel, in accordance with College policy and federal/state laws. Additional information can be found [here](#).

### ***Payroll Procedures***

Guilford Colleges requires all new employees to sign up for payroll direct deposit. Exempt (salaried) employees are paid monthly on the first business day of each month through electronic transfer into individually designated bank checking or savings accounts. Non-exempt (hourly) employees are

paid biweekly on alternating Fridays. Employees can view their pay advices by logging onto [BannerWeb](#). The full payroll schedule is available [here](#).

Guilford College encourages employees who have questions or concerns regarding their pay to talk either with their direct supervisor or an individual in the Office of Human Resources.

### ***Postal Service***

To mail items through the Mail Services Office a department organization number must be written on each piece of mail or on the top piece of a bundle. If one has a bundle of letters that need to be sealed, flap the tongue of the envelopes up so that they are interlocked or make sure that all the flaps are down or closed. Please don't mix the two. Fold the contents so they fit in the envelope and don't extend into the flap, making a good seal. Do not use staples or paper clips (they cause problems in metering pieces).

FED EX, UPS, and DHL shipping services are also available in addition to the Postal Service.

International pieces need to be separated from domestic mail and identified so they receive the proper postage and are not returned or delayed.

If one has 200 or more pieces of mail (or 50 pounds or more total weight) it may be sent at a bulk discount rate. The mail must be identical and processed in zip code order (ascending with lowest number in front). Provide a piece count, as this will assist us in filling out the necessary Postal forms. Please provide advance notice of such mailings and do not send material that is of a time sensitive nature that requires rapid delivery.

### ***Professional Meetings***

The College's faculty and administrative staff are expected to remain active in their professional associations and are encouraged to attend professional meetings. With the prior written approval of the senior administrator, the College provides reimbursement for the cost of such travel up to a budgeted limit per year. The Academic Dean notifies the faculty of its budgeted limit annually.

No travel to professional meetings may be charged to a departmental operating budget except with the prior written approval of the senior administrator.

When individuals are listed as both faculty and administrators, funds for professional travel must come out of the administrative budget, unless two-thirds time is devoted to teaching.

### ***Prohibited Relationships by Persons in Authority***

The faculty-student relationship is one of trust in the institution and the faculty member, who has the professional responsibility for being a mentor, educator, and evaluator. Faculty-student and employee-student romantic and or sexual attention, interaction or relationships, even mutually consenting ones, interfere with a student's unfettered pursuit of learning and integrity of the



academic and workplace environment. Please click [here](#) for additional information. This policy is part of the [Title IX Policy and Grievance Procedures](#).

### ***Protection of Social Security Numbers***

Guilford College makes every effort to protect social security numbers that may be contained in college records from misuse and to outline the appropriate processes for destruction of such records. The full policy is available [here](#).

### ***Publications and the Use of the College Logo***

All College publications will be coordinated through the Office of Marketing in order to reinforce the College's values, highlight its strengths, elevate its position in the marketplace and to demonstrate what makes Guilford such a special place. The use of the College logo must be consistent with the [Guilford College Branding Guidelines](#). The full policy is available [here](#).

### ***Purchase of Gifts***

Guilford College does not authorize the use of departmental funds for the purchase of gifts for employees. Only the president of the College is authorized under appropriate circumstances to use College funds for such purposes. Should staff/departmental members want to purchase a gift for someone employed by the College, they should use their own resources to do so.

### ***Quaker Card (ID)***

A Guilford College ID (Quaker Card) is issued to each new employee and should be carried at all times while on campus. This card allows electronic access to buildings across campus that are controlled by the electronic door access system and departmental funds access for use on the College's printers/copiers. Staff and faculty can put money on their card to use at locations on campus (dining services, bookstore, personal printing, etc.) and may receive discounts from some local vendors. If an employee's Quaker Card is lost or stolen, IT&S along with Public Safety should be contacted immediately.

### ***Receipt of Legal Documents***

The director of Public Safety is the only individual on the Guilford College campus authorized by the College to determine whether legal documents being presented to the College can be received, and under what conditions. For additional information click [here](#).

### ***References and Verifications of Employment***

All employment reference check inquiries should be directed to the Office of Human Resources for an official response. The general practice of the Office of Human Resources is to verify only dates of employment, title and salary if there is a written release signed by the employee.

Employees who are leaving the College sometimes ask supervisors or others for work references. Supervisors who are comfortable doing so may make positive work recommendations or give positive references about an employee or former employee as long as they are clear that they are speaking on behalf of themselves, in their personal capacity, and not in their role as an employee of

the College. Supervisors who do not wish to offer reference information should direct inquiries to Human Resources for employment verification only.

### ***Rental of College Facilities***

The facilities of Guilford College exist primarily for use by the College's students, faculty, staff, alumni and invited guests. College facilities may periodically be rented to outside groups, under specific circumstances as outlined [here](#).

### ***Requisition of Supplies***

The Purchasing Department of Guilford College is charged with providing the College with the highest quality of goods and services available at the best possible pricing. Purchasing is a part of the Business Office operations, and all procurement negotiations should be processed through the Purchasing Department. The exceptions to this rule are the Bookstore, the Library, petty cash (not to exceed \$100.00) and reimbursements which are handled by the Business Office.

The Purchasing Department is responsible, in consultation with department heads, for all phases of purchasing activity, including but not limited to, vendor selection, supplies, materials and articles necessary for the operation of the College, as well as equipment rental, lease and sales agreements, and service contracts.

Faculty and staff are not permitted to make personal purchases through the Purchasing Department.

In order to maintain the financial integrity of the College, it is essential that all orders be placed through the Purchasing Department by a written requisition. Occasionally, a rush order (emergency order) is necessary, and a purchase order may be given over the phone

Each department has a list of account numbers that is specifically for its use. This number must be noted in the proper space on the requisition when requesting an order. A list of account numbers should be available from your department head/manager or can be obtained from the Business Office.

Prepayments are generally not acceptable. However, in some cases a vendor may require partial or full payment in advance. Complete a requisition as normal, mark "Prepay" and send to the Purchasing Department.

The College cannot be responsible for the payment of any obligations for goods and/or services ordered by an employee without specific authorization as defined in the Purchasing Policies and Procedures document. Such action may create a personal liability for the individual. No person is authorized to obligate (by ordering and/or purchasing) the College without encumbering, in advance, sufficient funds to meet the obligation. This policy applies to all requisitions regardless of the source of funding. Please see the Purchasing Department Policies and Procedures manual for further information.

### ***Sexual Discrimination and Misconduct***

The College community has a responsibility to maintain an environment free from all forms of sexual discrimination and other sexual misconduct. Guilford College prohibits sexual discrimination and other sexual misconduct in all its forms, including harassment, sexual assault and sexual violence, and it is committed to taking all appropriate steps to eliminate this prohibited conduct, prevent its recurrence, and address its effects. Please review the entire [Title IX Policy and Grievance Procedure](#).

### ***Telecommuting***

High-performing exempt employees whose job responsibilities are suited to working remotely may be allowed, requested, or required to perform some of their work from off campus under specific circumstances as set forth [here](#).

### ***Smoking on Campus***

Smoking on campus property is prohibited in any area that is not specifically designated as an approved smoking area. Additional information, including a list of designated smoking areas can be found [here](#).

### ***Solicitation***

It is the policy of Guilford College not to allow unauthorized solicitation on the campus. The full policy is available [here](#).

### ***Telephones***

Guilford College provides a telephone system, telephone equipment and voicemail as a shared resource to faculty and staff for business use, as well as to students for their use, and prohibits actions that inhibit or interfere with the appropriate and intended use of the phone system by others. Additional information is available [here](#).

### ***Title IX***

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any educational programs or activities that receive federal funding, whether they take place in the facilities of a school or at an event sponsored by the school at another location. While perhaps best known for its application to program equity, such as in athletics, Title IX also applies to sexual harassment (including sexual assault) that prevents students from participating fully and equitably in educational opportunities. Guilford College is committed to upholding the principles of Title IX by responding promptly and thoroughly to all complaints/reports of sex discrimination, harassment or violence. Click [here](#) for the full Title IX Policy and Grievance Procedure.

### ***Travel and Entertainment Policies***

Guilford College will reimburse employees for reasonable expenses incurred in connection with approved travel on College business. Details regarding reimbursable expenses and procedures for claiming reimbursement are available [here](#).

### ***Use of College Cars and Vans***

[This policy](#) addresses the use of College vehicles or vehicles rented by the college.

### ***Use of College Property***

Guilford College requires that all employees take reasonable care to safeguard all College-owned or College-provided property that is in their care while employed at the College and use all property in a safe and respectful manner as outlined in the full [policy](#).

### ***Use of Service Animals on Campus***

The College will determine, on a case by case basis, and in accordance with the ADA and Section 504, whether use of a service or emotional support animal on campus is a reasonable accommodation for a qualified person with a disability. Guilford will make inquiries and request supporting documentation only as needed and appropriate to determine whether the animal qualifies as a service or emotional support animal, in accordance with the law. The College will endeavor to balance the needs of the requesting individual with the impact of the animal on campus operations and campus constituents, and reserves the right to exclude a service animal from its campus under the circumstances explained in this policy.

### ***Weapons on Campus***

Neither the possession of weapons or the use of weapons is permitted on the Guilford campus, pursuant to North Carolina law and the Quaker testimonies of the College. The full policy is available [here](#).

### ***Weather Emergency***

It is the policy of Guilford College to cancel classes and close the campus when significantly inclement weather renders the conditions on and around the campus unsafe. The full policy including notification procedures and pay practices in the event of a weather related closing may be found [here](#).

## **LEAVING GUILFORD**

### ***Resignation of Employment***

Salaried exempt employees are required to provide written notice four weeks in advance of the effective date (departure date). Hourly non-exempt employees require written notice two weeks in advance of actual departure. The notice period and resignation date is based on actual time to be worked, or last day worked, and does not include accrued vacation time. After six months of employment, employees who resign with proper notice shall be eligible to be paid their total days of unused, accumulated vacation.

Any employee who resigns with less than proper notice will not be eligible for rehire and will not receive payment for accrued vacation.

## ***Involuntary Termination***

Terminations are treated in a confidential, professional manner. This includes avoiding unnecessary disclosure of the details involved in each case and protecting confidentiality.

A termination may occur immediately and without following the progressive discipline procedures outlined elsewhere in this *Handbook* depending on the severity of the problem - or it may occur after some or all of the progressive discipline process has been completed. Examples of reasons for involuntary termination for cause include:

- Falsification of information on the employment application;
- Misconduct during work performance to include violation of College work rules and policies;
- Theft of College property, student property, or fellow employee's property;
- Falsification of College records;
- Excessive absenteeism, tardiness or misuse of excused absences;
- Destruction of company property;
- Refusal to carry out work that has been assigned by the supervisor to the employee and is clearly a part of the position description, outright refusal to follow the College's established procedures, or verbal insults made to the manager or about the manager to other employees;
- Dishonest or unethical conduct;
- Use of illegal drugs;
- Use of alcohol while on the job;
- Carrying a weapon, concealed or otherwise, while working;
- Endangering the health and safety of others;
- Sexual Harassment.

This list is not all-inclusive.

No involuntary termination is final until such time as consultation takes place with the director of Human Resources and the appropriate senior administrator. The director of Human Resources and/or the senior administrator may also consult the president before any action is taken.

Employees who are terminated for egregious violations of College policies such as theft and insubordination forfeit and are not eligible for payment of accrued vacation.

## ***Reduction in Force***

The College will make all reasonable efforts, including transfers and reduced work hours for employees where feasible, to prevent reductions in the total work force. The College, however, retains the right at its sole discretion to reduce the work force, either temporarily or permanently, because of changes in financial status, significant program changes, or to improve efficiency.

Reduction-in-force guidelines include:

- Employees will be given at least two weeks' notice if possible.

- The college will not subject regular staff employees to a reduction-in-force while there are temporary or probationary employees engaged in similar work in the same department.
- Reductions-in-force will be conducted in a non-discriminatory manner, and should not be used as a substitute for disciplinary measures.

Guilford College may consider a number of factors when determining which employees shall be terminated. These may include but are not limited to:

- Analyze the acquired knowledge, demonstrated skills, and versatility of employees compared to the work to be done and available funding. Employees lacking the necessary skills and versatility are normally considered for reduction first.
- Analyze the level of demonstrated work performance. Employees with a consistently low level of performance are normally considered for reduction first.
- Look at the length of service of employees. Those with the fewest years of service are normally considered for reduction first.
- Analyze the extent of required training needed to train an employee to be fully productive in a different position. Employees requiring substantial training are normally considered for reduction first.

Rehiring of employees terminated as a result of a reduction-in-force will be in reverse order of layoff when a similar job becomes available in their former department within one year from the date of termination.

Employees terminated as a result of a reduction in force and rehired within one year will be credited with:

- Previous service for the purpose of determining vacation leave accrual rates
- Emergency leave hours accumulated prior to the reduction

The college will provide assistance in its discretion to terminated employees searching for other employment.

For one year, the College will maintain a list of terminated employees and they will be treated as internal applicants for any positions that become vacant.

A severance allowance will be provided to an employee affected by a reduction-in-force upon execution of a release agreement as follows:

Length of Service	Amount of Severance
0-5 years	.5 months of pay
6-10 years	.75 months of pay
11-15 years	1 month of pay
16-20 years	1.25 months of pay

Over 20 years		1.5 months of pay
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### ***Termination Procedures***

Employees must return property belonging to the College Including but not limited to:

- Keys
- ID Card
- Laptop/iPad
- P-Card
- College provided cell phone or other mobile communication devices.

Employees should work with their supervisors to see that any College documents or data stored on personal or College computing equipment or cellular phones may be moved/stored so that it will be accessible as needed for College operations and retention.

### ***Exit Interviews***

The Office of Human Resources conducts exit interviews with employees when they leave the College. Employees are also informed about applicable benefits and conversion options for those benefits. During the exit interview, the employee will return any College owned property such as Quaker Cards, keys, laptops, iPads and purchasing cards.

### ***COBRA***

The Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides eligible employees and their qualified dependents the opportunity to continue coverage under the College's health, dental, vision plans and flexible spending account (under some circumstances) when a departure from employment would normally result in loss of benefit. Enrollment may be continued up to 18, 29 or 36 months depending on the qualifying event under federal law. If continued coverage is elected, the employee pays 100% of the group premium rate plus a 2% administration charge. Employees who are terminated for gross misconduct are not eligible for COBRA.

### ***References and Verifications of Employment***

All employment reference check inquiries should be directed to the Office of Human Resources for an official response. The general practice of the Office of Human Resources is to verify only dates of employment, title and salary if there is a written release signed by the employee.

Employees who are leaving the College sometimes ask supervisors or others for work references. Supervisors who are comfortable doing so may make positive work recommendations or give positive references about an employee or former employee as long as they are clear that they are speaking on behalf of themselves, in their personal capacity, and not in their role as an employee of the College. Supervisors who do not wish to offer reference information should direct inquiries to Human Resources for employment verification only.

## [ADDITIONAL INFORMATION FOR STAFF](#)

## [ADDITIONAL INFORMATION FOR FACULTY](#)

### **REVISION HISTORY**

August 2018 - Revised to merge existing Staff and Faculty Handbooks into an Employee Handbook. Policies were linked to the new Policy Library.