

MARY BALDWIN COLLEGE EMPLOYEE HANDBOOK

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INTRODUCTION: PURPOSE OF THE HANDBOOK

This handbook is intended to provide a general description of the benefits, policies, and regulations regarding employment for all categories of employees at Mary Baldwin College (the “College”). The contents of this handbook are for informational purposes only. Nothing in this handbook should be construed as creating a contractual obligation on the part of the College. All benefits, policies, and regulations are subject to change at any time.

Unless otherwise noted, the benefits, policies, and regulations contained in this document apply to all Mary Baldwin College employees. Categories of employment are defined on page 9. With regard to policies and procedures applicable only to faculty members or to academic governance, the *Faculty Handbook* prevails.

Questions about the interpretation of the policies and benefits should be directed to the Director of Human Resources.

MISSION AND INCLUSIVITY

Mission

The mission of Mary Baldwin College is to provide undergraduate and graduate education consistent with the institution’s rich heritage as a private liberal arts college primarily for women, which affirms its Christian roots while welcoming a broad diversity of views. This mission is implemented in the residential programs for women and the non-residential programs for men and women over 21 through focus on teaching and learning; concern for the individual; commitment to the liberal arts as preparation for life, for careers, for graduate and professional studies, and for leadership; and emphasis on high ethical standards.

Our Commitment to Inclusive Community

Mary Baldwin is a diverse community, providing a rich array of resources and experiences to all constituencies of the college. This belief is articulated in our Commitment to Inclusive Community, as follows:

We, the community of Mary Baldwin College, strive to celebrate humanity in all its wondrous and complex variation. Because we value diversity, it is our mission to sustain a community where all may flourish. We are safe to embrace our shared experiences and our differences. To this end, we treat all with respect and compassion.

I. GENERAL COLLEGE POLICIES

A. Non-Discrimination Policy

Mary Baldwin College does not discriminate on the basis of sex (except that men are admitted only as ADP, graduate, and special students), race, national/ethnic origin, color, age, religion, veteran's status, disability, sexual orientation, or any other classification protected by statute in its educational programs, admissions, co-curricular or other activities, and employment practices.

This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, and training.

Inquiries may be directed to the Director of Human Resources, Mary Baldwin College, Staunton, Virginia, 24401 or by telephone at 540-887-7367.

B. General Anti-Harassment Policy

All employees are entitled to be treated with dignity and respect. The College is committed to providing a work environment that is free from harassment, intimidation, coercion, or any form of discrimination within the College community on the basis of race, color, religion, national/ethnic origin, sex, age, disability, sexual orientation, veteran's status or any other classification protected by statute. Such conduct violates not only College policy but may also violate state and federal law, and it will not be tolerated.

Employees who have experienced or witnessed unlawful discrimination or harassment should immediately report the incident to their department supervisor and/or the Director of Human Resources.

C. Sexual Harassment Policy

Unwelcome verbal or physical conduct toward any member of the College community, whether or not directed at a member of a protected category, may constitute prohibited harassment, depending on the circumstances of each case. Sexual harassment can include unwelcome sexual advances, request for sexual favors, unwelcome verbal or physical conduct of a sexual nature, offensive drawings, pictures, jokes, teasing, uninvited touching, or other sexually related comments or actions. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. Similarly, no employee shall promise, imply, or grant any preferential treatment in connection with another employee, student, or applicant engaging in sexual conduct. Whether sexual or non-sexual, such conduct constitutes prohibited harassment if: (1) the conduct has the purpose or effect of unreasonably interfering with an

individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment; (2) submission to such conduct is an implicit or explicit condition of employment or academic success; or (3) submission to or rejection of such conduct is used as the basis for an employment or academic decision.

An employee who believes that she or he is a victim of discrimination or harassment, or anyone who witnesses what she or he believes to be prohibited discrimination or harassment should immediately report such action to the Director of Human Resources so that the College can respond to the complaint promptly and take appropriate action. The College will treat inquiries and complaints about prohibited harassment or other discrimination confidentially to the extent possible.

Retaliation against anyone who makes a good faith inquiry about discrimination or harassment or who is involved in a complaint process is illegal and constitutes a violation of College policy, as is maliciously making a false complaint of discrimination and harassment.

An individual found to be guilty of sexual harassment is subject to disciplinary action, up to and including termination of employment.

D. Americans with Disabilities Act

The College is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever doing so does not cause an undue burden on the College. In general, it is the employee's responsibility to notify the Director of Human Resources of the need for an accommodation.

E. Substance Abuse Policy

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.

The Drug-free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 require that every employer receiving federal aid or grants certify that it will provide a drug-free workplace.

Any employee, contractor, or any other person working at MBC (whether working under a covered federal grant or contract or not) must, as a condition of employment, abide by the terms of this statement and notify the College of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after that conviction. Within ten (10) days of notice of receipt of a conviction for violation of a criminal drug statute occurring in the workplace, the College is required to notify the contracting agency of the conviction. The College must, within thirty (30) days of notice of this conviction, take appropriate disciplinary action, up to and

including termination of employment, or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

F. Conflict of Interest Policy

Employees have a right to privacy and to engage in personal activities outside the scope of their employment, but they have an obligation to avoid activities that create a conflict of interest or a conflict of commitment with their responsibilities to the College. A conflict of interest exists when individual commitment to the College may be compromised by personal benefit, or benefit to another person or entity, financial or otherwise. A conflict of commitment exists when outside activities are sufficiently demanding of an employee's time and attention as to interfere with an employee's responsibilities to the College. Employees are also expected to observe the highest moral and ethical standards in any dealings in which they represent the College.

The following situations are presented as examples of conflicts of interest that may result in disciplinary action. These examples are not all-inclusive.

1. **Outside Employment and Freelance Work.** No employee should accept simultaneous employment with another institution when that employment would present a conflict of interest. A conflict would most likely occur if the other employer was a competitor or supplier of the College, or if the hours or conditions of the other job interfere with the employee's performance for the College. Employees who desire to hold a second job should notify their immediate supervisor of the nature of the job and the required working hours. The work schedule of the second job must not overlap with the employee's work schedule at the College.

2. **Outside Business Interests.** No employee should establish or maintain an outside business interest that would cause any types of conflicts. A possible conflict could occur when an employee has personal financial dealings with an individual or an organization that does business with the College, especially when the employee may influence a College decision involving that business.

3. **Accepting Gifts and Entertainment.** No employee should accept gifts of more than nominal value from any individual or business that does business or seeks to do business with the College. This may include accepting any travel, living, or entertainment expenses from such persons, either in-kind or as an expense allowance. Substantial goods and services may be considered gifts to the College and should be routed through the Institutional Advancement Office.

4. **Supervision of Family Members:** Without written authority of the president, no employee may serve in a direct supervisory capacity over a close relative, including but not limited to spouse, domestic partner, child, or sibling.

5. Legal Requirements. No employee should do anything in the conduct of College business that would violate local, state, or federal law.

G. Smoking Policy

Because of the known health risks associated with the use of tobacco, smoking and the use of other tobacco products are prohibited in all campus buildings and all College-owned vehicles. Smoking is also prohibited in any area where that practice would create a recognized hazard under the Occupational Safety and Health Act or where, in the supervisor's judgment, smoking would be unsafe. Smoking and the use of tobacco products are not permitted on the Murphy Deming College of Health Sciences campus, inclusive of automobiles that are parked on campus.

This policy applies to all employees, students, contractors, and visitors. Employees who violate this smoking policy may be subject to disciplinary action.

H. Collection of Debts Owed by Employees to the College

It is the policy of the College to collect all debts owed to it by its employees or dependents of employees. Such debts may include, but are not limited to, parking fines, library fines, payroll advances, travel advances, and tuition. The College may, subject to a Wage Assignment Agreement, withhold such debts from an employee's pay. For those employees who are terminating employment with the College, all outstanding debts may be deducted from their last payroll check. Terminating employees must also return any other College property, such as phones, laptops, credit cards, MBC ID cards, keys, and uniforms. This will be discussed during the exit interview process with the Director of Human Resources.

I. Weapons Policy

Mary Baldwin College is committed to providing a safe and secure working environment for the faculty and staff on all campus properties. The use, possession and storage of all firearms, dangerous weapons, explosives, or other dangerous articles are prohibited on all properties owned, leased, or otherwise controlled by the College. Law enforcement officers duly authorized to carry such instruments are excepted.

The Virginia Women's Institute for Leadership (VWIL)'s Corps of Cadets is authorized to use replica rifles and other ceremonial weapons for drill and ceremonies as well as training. The Commandant of Cadets is tasked with ensuring proper security and use of such weapons.

Any person violating this policy may be subject to disciplinary action.

J. Whistleblower Policy

Mary Baldwin College is committed to compliance with the laws and regulations to which it is subject. The College expects its employees to conduct themselves and perform their duties in an ethical manner. The College's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against improper activities, and intentional or unintentional improper activities may occur. Examples of improper activities include, without limitation:

- Forgery or unauthorized alteration of official documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the College's Conflict of Interest Policy
- Misappropriation or misuse of College resources, including funds, supplies, or other assets
- Authorization or receipt of compensation for services not received or not performed, or hours not worked
- Theft of College property

The College has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the College. All employees are encouraged to report possible improper activities to his/her immediate supervisor and Human Resources (or the Vice President for Academic Affairs, in the case of faculty). In the event the employee is uncomfortable reporting the matter to the supervisor, he/she may also contact the Senior Vice President for Business & Finance. The occurrence should be reported in writing and should contain as much detail as possible. All reports will be documented, investigated, and if necessary, corrective or disciplinary action will be taken.

If an employee reports suspected improper activities in good faith, the College and its employees may not retaliate against that employee with the intent or effect of adversely affecting the terms and conditions of the individual's employment (including, without limitation, threats of physical harm, loss of job, punitive work assignments, impact on salary).

The College will make every reasonable effort to keep the employee's identity confidential, unless: (1) the person agrees to be identified; (2) identification is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of improper activities is entitled to the information as a matter of legal right in disciplinary proceedings.

K. The Honor Code and Interaction with Students

Mary Baldwin College students pledge to abide by the Honor Code, which prohibits plagiarism, lying, cheating, stealing, and the breach of confidentiality. MBC employees who become aware of Honor Code infractions should report them to the Honor Council either directly or via the chief student life officer. For more information, please see www.mbc.edu/student/hc.

II. EMPLOYMENT POLICIES

In accordance with Virginia State Law, employees should note that, in the absence of a specific provision in an employment contract or a legal requirement (e.g. prohibited discrimination), all College employees are considered to be employed “at will” and subject to termination with or without cause at any time.

A. Employment Categories

Each Mary Baldwin employee falls into one group in each category listed below.

1. Employee Classifications

- a. ADMINISTRATIVE STAFF: Professional staff, paid a monthly salary.
- b. CLASSIFIED STAFF: Hourly staff, paid bi-weekly.
- c. FACULTY MEMBER: Instructional staff, paid monthly. Categories, conditions, obligations, processes, and authorities specific to members of the faculty are outlined in the *Faculty Handbook*.

2. Benefits Eligibility and Full-/Part-time Status

- a. FULL-TIME EMPLOYEE (BENEFITS-ELIGIBLE): An employee scheduled to work a minimum of 35 hour per week (1820 hours per year).
- b. PART-TIME EMPLOYEE (BENEFITS-ELIGIBLE): An employee who works at least 1,000 hours but not more than 1,819 hours per year, and is eligible for benefits.
- c. PART-TIME EMPLOYEE (NOT BENEFITS-ELIGIBLE): An employee who is scheduled to work fewer than 1,000 hours per year on a continuing basis.
- d. TEMPORARY EMPLOYEE (NOT BENEFITS-ELIGIBLE): shall mean any employee who is scheduled to work for a specific and limited amount of time, normally of short duration.

3. Overtime Pay Eligibility

- a. EXEMPT: Professional staff (administrative or instructional) who, under federal salary and job duty guidelines, are exempt from the requirement to be paid for overtime work.
- b. NON-EXEMPT: Employees who, under federal salary and job duty guidelines, are eligible for overtime pay for hours worked over 40 hours in a week.
 - i. SALARIED NON-EXEMPT: Professional staff, paid a monthly salary, who earn less than \$455 per week (\$23,660 per year). Time records must be turned in to the Business Office once a month.
 - ii. HOURLY NON-EXEMPT: Classified staff, paid bi-weekly on hourly basis. Time records must be turned in to the Business Office every other Monday by 9 a.m., after the end of the pay period.

B. Background Check Policy

The College reserves the right to conduct a background investigation of all applicants selected for faculty and staff positions, full-time or part-time. Job offers made are contingent upon the results of this investigation. All applicants for employment with the College are required to sign an authorization form giving the College permission to conduct a background investigation.

The College will conduct and utilize these background investigations as they relate to the fitness for duty for a particular position, in accordance with the law. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Falsification of application materials, including failure to disclose misdemeanor or felony convictions, is grounds for termination of employment or non-selection of an applicant.

The background investigation may include, but is not limited to, the following areas of investigation:

- Employment verification
- Social Security trace
- Education verification
- Criminal history check & National Sex Offender Registry
- Motor vehicle check
- Credit history report

C. Upon Arrival as a New Employee

Forms

A new employee or her/his supervisor must make an appointment for the new employee to meet with the Director of Human Resources on or before the first day of employment to complete required paperwork, such as the personnel data form, tax forms, Form I-9, and to go over benefits, if applicable.

Computer Access

The supervisor must complete the "New Hire Form" on the MBC website under Information Technology for an employee to receive computer access, e-mail, cell phones, etc.

Keys/Access Cards

Key/access card issuance is limited to those employees specifically allowed access to a particular office, classroom area, or building, and must be approved by the employee's supervisor.

Keys/cards must be picked up in person at the Physical Plant Office (for keys/cards for use on the main campus), the Murphy Deming College of Health Sciences administrative office (for MDCHS), or the appropriate office at an MBC regional center. They may not be sent through campus mail or signed for by anyone other than for whom they are issued.

"Master" keys/access cards are, for security reasons, normally issued only when required for fulfillment of job duties and only when authorized in writing by the senior administrative officer responsible for the employee's department or division.

Faculty or staff leaving the employ of the College must turn in all keys/access cards issued to them before they leave. Employees may not turn over keys to someone else in their department or office. Use of a key/access card by someone other than the person to whom it was issued may constitute grounds for disciplinary action.

Employee Identification Cards

Upon employment, employees must go to the Security Office to obtain a Mary Baldwin College Identification Card, free of charge. To replace a lost card, contact the Security Office at #7000.

Auto Registration/Parking Regulations

Employees who wish to park on the main campus or at MDCHS must register their vehicles with the Security Office, at no expense, where a parking decal will be issued for display on the vehicle. A copy of the College's parking regulations and fines will be given to each employee at the time a vehicle is registered.

Employees may use only those lots that are designated for employee or general parking. **Mary Baldwin College is not responsible for damages to vehicles parked on either the main campus or at MDCHS.**

Vehicles may be towed at the owner's expense for parking in a fire lane, blocking service

entrances, parking in a restricted, reserved, or no-parking area, or parking an unregistered vehicle on campus overnight. The College is not responsible for any damages that occur due to a tow made as a result of the above violations. The College reserves the right to remove any legally parked vehicle at the College's expense if deemed necessary by College officials.

D. Introductory Period

Applies to: administrative and classified employees

Upon initial employment at Mary Baldwin College employees are subject to a ninety (90) day introductory period. This introductory period provides for job adjustment and an opportunity for both the employee and the College to determine suitability for the position. Employment may be terminated by the employee or the College for any reason during this period.

Within the first ninety (90) days of employment, the supervisor should discuss job performance with a new employee. If performance has been unsatisfactory, it may be a basis for termination of employment. With the approval of the Director of Human Resources, a supervisor may request an extension of this period to allow for additional training, review and evaluation.

Applies to: classified employees

Vacation and Sick Leave may be accrued during an employee's introductory period but cannot be taken until the introductory period has expired.

E. Work Schedules

Applies to: administrative and classified employees

Expectations regarding normal work hours and schedules may vary depending upon the requirements of the position as described in the official position description. Supervisors will assign a work schedule that meets the needs of the office. In general, work schedules should be arranged so that College offices are open from 8:30 a.m. to 4:30 p.m., Monday through Friday. Employees in certain areas of the College community may be required to work non-standard shifts or workweeks in order to provide adequate coverage and service to the College community, or they may be allowed to work non-standard shifts or workweeks with the approval of their supervisors.

Special employment circumstances should be noted in the letter of employment.

F. Standards of Performance and Attendance

Applies to: administrative and classified employees

1. Timely and Regular Attendance.

It is important to maintain a good attendance record at work. However, there will be times when employees cannot avoid being absent or late. When an employee knows in advance that she or he will be late or absent, the employee must notify the supervisor as promptly as possible and at minimum one (1) hour before the regularly scheduled starting time or, in the case of last-minute issues, as soon thereafter as is possible. Employees

should check with their supervisors about departmental requirements for reporting absences and lateness. Abuse of this policy may result in disciplinary action.

2. Dependable Application of Time.

Employees are expected to apply themselves to their assigned duties during all hours for which they are compensated.

3. Satisfactory Work Performance.

Employees are expected to meet established performance standards. Supervisors will assist employees in understanding their work assignments, the College's Standards of Conduct, and the goals, objectives, and performance standards of their positions.

Supervisors will take corrective action to improve any inadequate or unsatisfactory work performance or behavior immediately. Depending on the severity of the situation, corrective action may be accomplished through the use of informal means (e.g. counseling) or formal means (e.g. written documentation).

The procedures for formal disciplinary action are outlined in the Disciplinary Action section of this handbook.

G. Standards of Conduct

It is a primary goal of the administration to respond to the individual needs of employees and to provide a positive and supportive work environment. The following Standards of Conduct have been formulated to support this sense of community while ensuring safety and security fostering health, accountability for resources, and a professional and productive workplace.

1. Confidentiality and Privacy:

Personally Identifiable Information. In order to conduct official business, the College maintains records, print and electronic, that contain private, personally identifiable information concerning employees, students, alumni, donors, and other individuals. College policy and applicable law require that such information may not be released or divulged to unauthorized individuals or entities. Employees who have access to such information must follow appropriate procedures to prevent the unauthorized release of confidential personally identifiable information and to prevent the risk of identity theft. Confidential information should never be released without prior clearance from the appropriate supervisor. Questions regarding the release of confidential information should be directed to the Director of Human Resources.

The College or its employees may publicly disclose certain “directory” information about individual employees, including but not necessarily limited to name, title, education, honors and awards, professional publications, dates of service with the College, and work

contact information (e.g. office location, office phone and fax numbers, MBC-provided mobile phone number, and official MBC email address). Lists including such information for groups of employees should generally not be released externally. See also Personnel and Student Directories section below.

Photographs or recordings may be taken by the College or its designees in public areas of the College's main campus and regional centers and at College events. The College may use such photographs or recordings to document, promote, or provide information about the college and its programs, without prior consent by individuals depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces.

Student Information. Mary Baldwin College abides by the terms of the Family Educational Rights and Privacy Act (FERPA) governing student data as outlined in the *Academic Catalog*. It is College policy that lists of students may not be released to outside vendors or organizations unless release has been specifically approved by the College Registrar and the chief student affairs officer.

Personally identifiable information concerning students may not be released unless the College, as defined in the *Academic Catalog*, has designated that information as directory information. Personally identifiable academic records of students age 18 and over cannot be released to parents unless a release has been submitted to the College Registrar in writing. College employees with a need to know, including student assistants, may view identifiable academic records. Student assistants who may have access to confidential information are required to sign a non-disclosure statement.

A student has, at all times, the right to view his/her own academic records, to challenge the contents of those records, and to prohibit the release of directory information according to the College policy under FERPA.

Questions regarding the release of student educational records should be directed to the Registrar's Office.

Personnel and student directories. College directories, print or electronic, are intended to facilitate communication within the College community. They should not be made available to non-employees, used by employees for personal commercial purposes, or used for fundraising purposes for organizations other than the College itself, with the sole

exception that the employee coordinating fundraising within the College community on behalf of the Staunton-Augusta United Way may employ College directories.

Contact Lists. Lists or mailing labels, print or electronic, that are by-products of College records are produced for official College business only. Requests for College mailing lists must be submitted to and approved by Human Resources (for employee list); the Student Life/Dean of Students Office (for student list); or Institutional Advancement (for alumnae/i, donor, or parent lists).

2. Safety and Security:

Mary Baldwin College is committed to providing a safe and secure environment for all employees, students, and visitors. Employees are urged to be aware of and practice safe work habits and prevention of injury and crime. The MBC Safety and Security Office is responsible for the security and protection of the campus community. The campus is patrolled seven days a week, 24 hours a day, by MBC security officers. The MBC Safety and Security department sustains a close working relationship with the Staunton police and fire departments and other emergency service providers.

The Baldwin Alert Messages (BAM) is a component of the college's emergency communication system, and is used to alert the campus community in the event of an emergency on campus. In extreme danger, the campus sirens will be sounded first, followed by a BAM alert. Employees may choose to sign up for BAM, which is designed to quickly deliver information to the college community via text, voice, and email in the event of an emergency on campus. Text alerts are also deployed to announce weather closures and other urgent college business information.

In case of emergency, employees should first call 911 first and then notify Campus Security. To reach Campus Security, call 540-887-7000 or dial 0 from any campus phone, including security phones that are located throughout the main campus.

Accidents and First Aid. All employee accidents or injuries sustained at work must be reported as soon as possible to the Director of Human Resources by the employee's supervisor. The supervisor of any injured College employee must file a full report with the Director of Human Resources within forty-eight (48) hours of occurrence of an accident or notification by the employee of an accident. The employee will be provided a panel of physicians from which to choose if medical attention is needed. The Health Center is available, during the academic year, for emergency First Aid.

All accidents that occur on college property to anyone other than an employee must be reported at once to the Office of Safety and Security and as soon as possible to the Director of Budgets and Risk Management.

Any accident involving a college vehicle must be reported as soon as possible to the Director of Budgets and Risk Management.

3. Health:

Smoking in the Workplace. The College complies with all federal, state, and local regulations governing the work environment. For more information, refer to the College Smoking Policy.

Alcohol and Drug Problems, and Emotional Illness. Emotional problems and problems with drugs and alcohol can and do affect work performance. Employees who are experiencing such problems are responsible for seeking help so that their performance does not negatively affect College operations.

4. Use of Electronic Communications Devices:

Mary Baldwin College provides devices and systems for communicating electronically, including, but not limited to, telephone, email, voicemail, computer files, shared drives, Internet access, facsimile machines, pagers, and mobile telephones (collectively “electronic communications devices”). The electronic communications devices are provided to assist employees in the conduct of College business but may be used for personal purposes, unless such personal use interferes with the conduct of College business and as long as no additional expenses accrue to the College as a result.

All electronic communications devices, equipment, technology, and the data stored on them are the property of the College. Employees should have no expectation of privacy in connection with the use of the College’s electronic communications devices. The use of passwords does not guarantee confidentiality, and the College shall have complete and unobstructed access to all electronic communications devices, including passwords necessary to access them. The College reserves the right to monitor, retrieve, or read any data composed, sent, or received on them. The deletion of a message or file does not give any assurance that the College will not retrieve or review the message or file.

College messaging systems may not be used for internal distribution of a personal, political, or commercial nature with the exception that the Announcements Forum allows employees and students to promote events and post personal for-sale items.

Employees who violate these policies may be subject to disciplinary action. For more information, refer to the IT Appropriate Use Policy.

5. Professionalism and Productivity:

All College employees are responsible for supporting a professional and productive working environment and should treat others with respect and consideration. It is expected that each employee will exercise good judgment regarding dress, grooming, and personal hygiene as appropriate to the work situation. Visits by friends and family should be kept to a minimum to reduce distractions for others.

Animals in the workplace. Generally, only service animals are permitted in college buildings. The presence of pets in campus buildings is discouraged because of safety and health considerations for other employees, students, and visitors to the College. Should issues arise in conjunction with the presence of pets brought to campus by an employee, the employee will be notified and given instructions regarding the pet(s). Failure to comply with such instructions may result in disciplinary action.

In the Murphy Deming College of Health Sciences building, only service animals are permitted; all other pets are prohibited.

Fundraising and Sale of Merchandise. The College discourages employees from seeking contributions for external organizations from their co-workers while either is on work time. The Staunton-Augusta United Way is permitted to conduct its annual on-campus fund raising campaign.

The sale of any merchandise not related to college business by employees during work time is not allowed. However, merchandise may be offered for sale to co-workers before and after work or during breaks. The sale of merchandise in offices by individuals or organizations not employed by or enrolled at the college is prohibited at all times.

Student organizations and charitable organizations working through the Spencer Center for Civic and Global Engagement, or officially supported through recognized student organizations, may engage in fundraising activities among current College employees and students. Participation by employees in such efforts is entirely voluntary.

Recognized student organizations that wish to engage in fundraising activities targeting alumni or any individuals other than current College employees and students, businesses, or organizations must obtain prior approval from the Office of Institutional Advancement.

Political Activities. When expressing personal views on political issues, participating in political campaigns, or campaigning for or holding public office, College employees should refrain from identifying themselves by their College affiliation in such a way as to imply that they represent a College viewpoint.

6. Responsible Use of College Resources:

Employees are accountable for the use of College resources under their control and must abide by College policies for travel, travel advance funds, use of credit cards, use of College vehicles, and use of other College equipment and materials. College resources may be used only for official, approved College business and may not be used for personal expenditures. Any misuse or neglect of any College resource may result in disciplinary action.

H. Personnel Records

Applies to: all employees.

The College maintains employee personnel records and may grant an employee access to review the information in his/her personnel file. An active employee may arrange this by making a written request to the Director of Human Resources, indicating the reason for reviewing the file. The employee's personnel file is the property of the College, and, upon termination, an employee's right to review personnel information may be rescinded. Additionally, consult the Faculty Handbook for conditions applying only to faculty personnel files.

I. Inclement Weather Policy

In the event that the College (Main Campus–Staunton) is closed or has a delayed opening due to inclement weather, an authorized administrator will notify the local media.

The College will also, if possible, post an announcement on the College's website and broadcast a message to campus voicemail and college email addresses. The Baldwin Alert Message (BAM) system will also be deployed to send text messages to those who opt in for Outreach Messages.

The VWIL Commandant is authorized to determine if road conditions are safe for cadets traveling off campus for class or other VWIL activities, and to notify cadets of this decision.

Applies to: classified employees

All employees regularly scheduled to work will receive pay for scheduled hours as an authorized absence ("AA"). Those employees who are required to be on duty even when the College is closed will be paid for the hours worked and receive AA pay for the same hours worked. Departments will designate positions which are essential (normally Physical Plant, Security, and Dining Services positions). If employees who are designated as essential do not report to work, supervisors may authorize AA time if they believe the absence is justified under the circumstances. However, if they do not believe an absence is warranted, the supervisor may require the employee to take Leave Without Pay. Only hours worked will count toward overtime pay in a given pay period.

Those employees who are not scheduled to work will not be paid unless they are called in by their supervisor to do essential work. They will then receive pay for the hours worked and receive AA pay for the same hours worked.

NOTE: To make timekeeping for this policy consistent, all departments will be informed of the hour of the day that the College is closed and opened. When the closed period starts or ends within the employee's regularly scheduled shift, only the closed portion can be counted toward an Authorized Absence.

Applies to: administrative and classified employees

In the event the College remains OPEN and employees believe they cannot safely travel to campus, or in the event the city (county) schools are closed due to inclement weather, employees who are city (county) residents may request approval from their supervisor to either take leave without pay or use a vacation day. Or, depending on the employee's specific responsibilities, an employee may work from home with the explicit approval of his or her supervisor. These instances will be considered on a case-by-case basis.

The policies above also apply to regional offices. Each office will notify the Business Office of the days that it is closed due to inclement weather, and the coordinator of each regional center will be responsible for disseminating that information.

J. Consensual Sexual Relationships

It is a violation of College policy for a manager/supervisor to establish or maintain a consensual sexual relationship with a subordinate when the manager/supervisor exercises professional supervisory responsibility over a subordinate worker. Likewise it is a violation of college policy for any employee with teaching duties to establish or maintain a consensual sexual relationship with a student while the student is in a class taught by the employee, or if that employee is the student's academic advisor.

For specific conditions governing faculty members, see the *Faculty Handbook*.

K. Employee Disciplinary Policy and Procedures

Applies to: administrative and classified employees

Disciplinary action is taken, when necessary, with the intent of correcting unacceptable behaviors and/or improving performance. Depending on the severity of the offense, an employee may be disciplined by such actions that include notes posted in the employee's personnel file, verbal warnings, write-ups, suspension, or termination.

After consulting with the Director of Human Resources, the employee's supervisor shall complete a Disciplinary Action Report and meet with the employee to go over the offense and corrective action, and give the employee an opportunity to give a statement and sign the report. The report will be sent to the Director of Human Resources and filed in the employee's personnel file.

Offenses under the Disciplinary Policy shall be classified as Level One, Level Two, or Level Three. The employee's supervisor and the Director of Human Resources shall have discretion in determining the level of offense for any unacceptable behavior not specifically described.

1. **Level One Offenses:** Level One offenses include unacceptable behavior which is less severe in nature, including but not limited to the following:
 - a. Excessive tardiness or absences.

- b. Taking vacation leave without prior approval by supervisor.
- c. Failure to adhere to the times allotted for meals or break periods.
- d. Obscene or abusive language.
- e. Disruptive behavior.
- f. Excessive personal use of college-provided or personally owned electronic communication devices on the job.
- g. Unintentional violation of safety rules.
- h. Neglect of College property.
- i. Inappropriate dress, grooming, or personal hygiene.
- j. Offensive remarks, not of a sexual nature.

Level One offenses shall result in a notation of the offense in the employee's personnel file. Should an employee accumulate **three** Level One offenses in a period of less than two years, the employee may be suspended without pay for a maximum of five (5) work days. Should an employee accumulate **four** Level One offenses within a period of two years, the employee will be subject to further discipline up to and including discharge. The supervisor may impose a penalty less severe than discharge, including suspension without pay, based upon mitigating factors.

2. Level Two Offenses: Level Two offenses include behavior which is more severe in nature than offenses included in Level One, including but not limited to the following:

- a. Failure to follow a supervisor's instructions or perform a task assigned to an employee by a supervisor (insubordination).
- b. Failure to comply with written policy directives of the College.
- c. Intentional violation of College safety rules which do not create a risk of bodily harm.
- d. Drug or alcohol use while on the job, including working while under the influence of alcohol or drugs which have been consumed off the job site.
- e. Leaving the work site without permission during the work hours.
- f. Misuse or unauthorized use of College property.
- g. Violations of the IT Appropriate Use Policy.
- h. Sleeping on the job.
- i. Refusing to work required time.
- j. No call/no show.

Level Two offenses will result in a notation of the offense in the employee's personnel file. The **first** Level Two offense within a two year period may result in suspension without pay for a period of up to five (5) work days. Should an employee accumulate a **second** Level Two offense within a period of two years, the employee will be subject to further discipline up to and including discharge. The supervisor may impose a penalty less severe

than discharge, including suspension without pay, based upon mitigating factors. Should an employee accumulate **three** Level One offenses and **one** Level Two offense, within a two year period, the employee will be subject to discipline up to and including discharge, although the supervisor may impose a penalty less severe than discharge, including suspension without pay, based upon mitigating factors.

3. Level Three Offenses: Level Three offenses include behavior which is of sufficient seriousness that the first occurrence may be cause for immediate discharge, including but not limited to the following:

- a. Gross misuse or willful damage or neglect of College property.
- b. Falsification of College records, such as but not limited to, time records, leave records, travel reports, payment vouchers, insurance claims, student records, or any other official College documents.
- c. Embezzlement, unauthorized use of the college's credit cards for personal business, or any other misuse of college funds.
- d. Theft or unauthorized removal of College property or the property of other employees.
- e. Disorderly conduct, acts of physical violence, or threats of bodily harm.
- f. Intimidation, threats, sexual harassment, or other activities which constitute discrimination or prohibited harassment.
- g. Possession or use of firearms, explosives, or dangerous weapons on College property or at College events.
- h. Gross negligence or violation of safety rules which result in a threat of bodily harm.
- i. Unauthorized release of confidential information.
- j. Dishonesty or intentionally misleading statements made in the course of employment about employment related matters.
- k. No call/no show for 3 consecutive days (job abandonment)

Level Three offenses shall normally result in immediate discharge. The supervisor may impose a penalty less severe than immediate discharge, including suspension without pay, based upon mitigating facts.

L. Employee Grievance Procedures

Applies to: administrative and classified employees

This policy applies to disagreements between supervisors and those whom they supervise or between College staff members in a non-supervisory capacity with respect to the application of the rules, policies, procedures and regulations of the College as they affect the complaining employee. **The grievance procedure does not apply to cases involving employee discipline.**

1. Before filing a formal grievance, an employee must first attempt to resolve his/her grievance informally by discussing it with the employee's immediate supervisor. If that effort is unsuccessful, the employee must report the grievance to the Director of Human Resources.
2. If the matter is not resolved to the employee's satisfaction, the employee may file a formal written grievance to the Director of Human Resources within five business days after the informal dispute resolution process. The written grievance should include an explanation of the problem, a list of relevant facts, a summary of attempted resolution, and a description of the desired resolution. The Director of Human Resources will deliver a copy of the written grievance to the individual(s) against whom the grievance is filed, the immediate supervisors, and all other parties involved. The parties against whom the grievance has been filed shall have five business days to file a response to the grievance in writing. Then, the supervisor(s) and/or Director of Human Resources shall issue a written decision on the grievance within five business days from the receipt of the written response to the grievance.
3. If either party is dissatisfied with the decision, that party may, within five business days, file a written appeal to the Senior Administrative Officer in charge of the department in which the complaining party works. The Senior Administrative Officers of all departments with affected employees shall set a date for an appeal hearing within ten business days. If the hearing results in no mutually agreeable resolution, the Senior Administrative Officers shall decide the grievance and communicate a decision in writing to all parties involved, within five business days.
4. In the event that the Senior Administrative Officers cannot agree on a resolution during the appeal process, the grievance will be sent to the President for a final decision based upon the written record that has been developed.

M. Termination

It may become necessary under certain circumstances to terminate employment for the good of the employee and/or the College. An exit interview with the Director of Human Resources should be scheduled to explain the impact of separation for benefits, and to also give the terminated employee an opportunity to disclose any pertinent information regarding the termination. All exit interview information is confidential and will be used only to improve employment practices at the College.

All non-faculty employees are considered to be "at will" and subject to termination with or without cause at any time. Termination of faculty is subject to the policies and processes described in the *Faculty Handbook*.

For pay purposes, terminations are effective on the last day worked, unless otherwise specified by the appropriate supervisor. When an employee wishes to voluntarily terminate employment with the College, the employee should submit an official letter of resignation to his/her supervisor and the Director of Human Resources. Benefits-eligible terminating employees will be paid for any unused accrued vacation time in the final paycheck.

III. EMPLOYMENT AND COMPENSATION

A. Pay Information

Pay Check/Payroll Deductions

Pay is subject to Federal and State Withholding Taxes and Social Security Taxes and any other deductions authorized in writing by the employee. The College is committed to complying with the Fair Labor Standards Act and with Virginia law regarding allowable deductions from the pay of its employees. Please contact the Business Office with any questions about payroll deductions. A payroll deduction continues until an employee changes or cancels it. If an employee wishes to make changes to deductions or to tax withholding, he or she must notify the Business Office. In January of each year, employees receive a Statement of Taxable Earnings and Income Taxes Withheld (W-2) for the prior calendar year to be filed with individual income tax returns. Submission of appointment letters, leave requests, and/or changes in deductions for payroll must be received in the business office by the 15th of the month for salaried employees.

Direct Deposit

The College participates in a Direct Deposit program and encourages employees to have their pay transferred directly into their bank accounts. Deposits are made for the employee on pay day. Employees electing to participate will receive a statement of earnings and deductions from the Business Office instead of a check.

B. Pay Schedules

Administrative:

All salaried employees (Faculty and Administrative Staff) are paid on the 25th of the month. If the 25th falls on a Saturday, Sunday, or College holiday, pay is issued on the preceding business day. Full-time employees who are 9, 10, or 11 month appointments may elect the option of being paid in 12 equal monthly installments.

Classified:

All hourly employees are paid bi-weekly in accordance with time records submitted to the Business Office by their supervisors. It is the employee's responsibility to make sure all necessary time records are submitted to his or her supervisor for forwarding to the Business Office by the due dates and times, to ensure proper processing for payroll.

The regular work week begins on Monday at 12:01 a.m. and ends Sunday at 12:00 midnight. Timecards are due to the Business Office by 9 a.m. on the Monday morning following the end of the pay period, and pay is issued on Friday.

C. Overtime Pay Policy

Applies to: Non-Exempt Employees (hourly and salaried)

According to the Fair Labor Standards Act, all hours worked in excess of forty (40) hours during the work week will be paid at the rate of one and one-half (1-1/2) times the regular hourly wage. All hours during which work is conducted, whether or not specifically requested by a supervisor, and whether performed at the College or off-site, is legally considered work time and must be reported on the employee's time card. All overtime must be approved in advance by one's supervisor or department head. Violations of this policy may result in disciplinary action. Only hours worked will count toward overtime pay in a given pay period.

Applies to: Exempt Employees

By the Department of Labor definition, Exempt Employees are not eligible for overtime pay.

D. Position Descriptions

Applies to: administrative and classified staff

The College maintains a current position description on file for all staff positions at Mary Baldwin College. The position description is used to define, classify, establish, and recruit candidates for the various positions at the College. It also serves as a tool for supervisors and employees to communicate about job duties and responsibilities, and as a basis for the Performance Appraisal process. Position descriptions are reviewed periodically and, when necessary, are updated to reflect changes in duties, responsibilities, or education and training requirements. Employees may request a copy of their position description from their supervisor or the Director of Human Resources.

E. Performance Appraisals

Applies to: administrative and classified staff

Performance appraisals should be conducted at least once a year by the supervisor and cover the employee's performance during the previous year. The primary purpose of the appraisal is to provide two-way communication between the employee and the supervisor concerning the employee's current responsibilities and future goals. The process is essential in ensuring that individual work assignments are in line with the objectives of the department and mission of the College.

An employee will be given the opportunity to add written comments on the Performance Appraisal Form after reviewing the appraisal with the supervisor. Supervisors shall maintain copies of all completed Performance Appraisal Forms and provide a copy to the employee. A copy must also be submitted to the Director of Human Resources and

become part of the employee's permanent record.

F. Personal Information Changes

It is important that the personal information in an employee's file is accurate at all times. Employees are responsible for notifying the Director of Human Resources and their supervisors in writing or via email of any changes of address, telephone number, name, marital status, dependents, beneficiary, or other relevant information to the Director of Human Resources as soon as possible.

IV. GROUP BENEFITS

A. Worker's Compensation

ELIGIBILITY: ALL EMPLOYEES — Immediate.

The College provides for Worker's Compensation coverage as required by law. The Virginia Worker's Compensation Act provides a means of compensation for certain work-related injuries. All employees must follow the procedures for handling work-related accidents and injuries set out in this section.

1. **All** work-related accidents/injuries occurring to an employee must be reported **immediately** by the employee to his/her supervisor. The supervisor must then report the accident in writing to the Director of Human Resources within 48 hours, even if medical attention is not needed. The employee will be provided a panel of physicians from which to choose if medical attention is needed. Except for emergency medical treatment and closed hours, all employees are required to use the panel of physicians pre-selected by the College. Treatment by a health care provider not chosen from the panel may not be covered by the College's Worker's Compensation insurance carrier and the employee may be responsible for payment of that treatment. In the case of an emergency, the employee should report to the emergency room at Augusta Health or the nearest hospital. Also, in the event medical care is not sought at the time of the accident/injury but at a later date, employees must notify their supervisor and the Director of Human Resources **immediately**.

2. It is the employee's duty and responsibility to keep all medical appointments, follow all physician instructions (including work restrictions), provide the College with documentation from health care providers, and return to work when released by the physician to do so. It is the responsibility of an employee who is absent from work due to a work-related injury to maintain contact with his or her supervisor and the Director of Human Resources and to follow all rules and policies established by the College relating to absences from work.

3. The College will immediately investigate all accidents, and the College's insurance carrier may also conduct an investigation. All employees are expected to cooperate

fully in these investigations to allow for prompt handling of the claim. Final decisions regarding the compensability of a claim are made by the worker's compensation carrier. Should the insurance carrier deny the claim or any aspect of it, the employee has the right under Virginia law to seek a hearing with the Worker's Compensation Commission.

Worker's Compensation insurance pays for authorized medical bills and a portion of an employee's salary (app. 2/3) when the employee is absent due to a compensable work-related injury, after a seven (7) calendar-day waiting period. Employees may use their available vacation or sick leave during the waiting period.

If as a result of a compensable on the job accident/injury, the employee's condition qualifies as a serious health condition under the Family Medical Leave Act (FMLA), the Director of Human Resources will notify the employee of his or her rights under FMLA.

B. Group Medical Insurance

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

The College offers group medical insurance coverage to all eligible employees, their spouses or domestic partners, and their dependents. Participation is voluntary. The plan provides coverage for hospitalization, medical, surgical, outpatient, prescription drugs, and major medical. Participants may elect to have the premiums deducted before taxes through premium conversion. The College pays a substantial portion of the cost of the plan, but the total cost is shared with the employees. Because the College recognizes the financial impact that paying for medical insurance coverage may have on employees, the College offers a tiered rate structure based on earnings. Tiers for classified employees are determined on the basis of their annual salary. Tiers for administrative employees are determined on an FTE basis.

Example

Administrative Employee A has a ten (10) month contract for \$18,000.00. The FTE basis for determining earnings is $10/12 = .83$, $\$18,000.00 / .83 = \$21,686.75$. This is the FTE earnings for determining to which tier Employee A belongs.

Employees who retire from service at the College and wish to continue participation in the College's group medical insurance plan must have reached a minimum age of fifty-five (55), have a minimum of ten (10) years of continuous service, and the sum of the employee's age and years of service is at least seventy (70). The employee also must have been a participant in the plan during the three (3) month period immediately prior to retirement and have been actively at work on the day prior to retirement. For the first three months of retirement, the College will continue to pay its portion, and the retiree will pay the employee rate. After that, the retiree is responsible for the full premium. If a retiree chooses to go off of the retiree health plan, he/she may not rejoin the plan at a later

time. Also, when a retiree or enrolled dependent becomes eligible for Medicare, participation in the plan will terminate on the last day of the month immediately preceding the month that the retiree/dependent becomes Medicare-eligible.

The annual open enrollment period is in November with the plan year beginning January 1. Employees may make changes to their plans only during the annual open enrollment period. Outside of open enrollment, employees may make changes to their plans only if there is a Qualifying Event — a change in family status such as marriage or divorce, death of a spouse or dependent, birth or adoption of a child, dependent losing eligibility, or change in spouse's employment. Employees must notify the Director of Human Resources about any changes within 31 days after the Qualifying Event.

Coverage in the plan begins the first day of the current month if the employee begins work on the first day of the month, or on the first day of the next month if the employee begins work after the first day of the month.

C. Optional Dental Insurance

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

Participation is voluntary, and the employee pays the full cost of coverage. Participants may elect to have the premiums deducted before taxes through premium conversion. During New Employee Orientation, employees receive a Summary of Benefits and enrollment information. The annual open enrollment period is in November with the plan year beginning January 1.

D. Optional Vision Insurance

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

Participation is voluntary, and the employee pays the full cost of coverage. Participants may elect to have the premiums deducted before taxes through premium conversion. During New Employee Orientation, employees receive a Summary of Benefits and enrollment information. The annual open enrollment period is in November with the plan year beginning January 1.

E. Flexible Spending Accounts

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate

Enrollment in the Flexible Spending Accounts permits benefits-eligible employees to have their out-of-pocket costs for qualified medical expenses and eligible dependent care

expenses deducted prior to state and federal taxes, including FICA. Employees may choose the Medical Reimbursement, Dependent Care Reimbursement, or both.

The Medical Reimbursement Account allows employees to set aside, each pay period, funds on a pre-tax basis to cover eligible medical, dental, vision, and other expenses that are not covered by other insurance plans. The current maximum deduction allowed for a year is \$2,500.

The Dependent Care Reimbursement Account allows employees to set aside, each pay period, funds on a pre-tax basis to cover eligible dependent care expenses. Single employees or employees who are married and filing a joint tax return may deposit a maximum of \$5,000 into their account. Married employees who file a separate tax return may deposit a maximum of \$2,500 each into their account.

The annual open enrollment period is in November with the plan year beginning January 1.

F. Optional AFLAC Cancer/Accident/Intensive Care/Short-Term Disability/Life Insurance

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

Participation is voluntary, and the employee pays the full cost of coverage. Participants may elect to have the premiums deducted before taxes through premium conversion. After New Employee Orientation, an AFLAC representative will contact the new employee. The annual open enrollment period is in November, with the plan year beginning January 1.

G. Life Insurance

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

The College provides and pays for a \$15,000 term life insurance policy for each full-time employee. This coverage is portable and, should an employee terminate employment with the College, may be continued at his or her own expense.

Other optional Life Insurance options:

Equitable Life Insurance-

Participation is voluntary, and the employee pays the full cost of the insurance. Cost of insurance will depend on the amount of insurance coverage selected. For more information, contact the Director of Human Resources.

Reliance Voluntary Life Insurance-

Participation is voluntary, and the employee pays the full cost of insurance. Cost of insurance will depend on the amount of insurance coverage selected. Employees may obtain limited coverage for spouse and child(ren). This coverage is portable. Open enrollment is in October, with a plan year beginning November 1.

H. Long Term Disability Income Benefits

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — After one year of continuous service.

The College provides at no cost for all full-time employees, after one year of continuous service, Long Term Disability Income protection. After six (6) consecutive months of total disability, an income is provided based on a percentage of covered salary, after Social Security and/or Worker's Compensation, in addition to payment of retirement premiums until the employee is no longer disabled or reaches the age of 65.

When employment with the College is terminated for reason of long term disability, the College will pay 100% of the employee's medical insurance premiums through COBRA for a period of six (6) months. After this six (6) month period the employee may elect to remain on the College's group medical insurance plan, through COBRA, for up to an additional 12 months; the employee is required to pay the full cost of coverage.

Please contact the Director of Human Resources for details.

I. Group Accidental Death Insurance

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

Participation is voluntary, and the employee pays the full cost of coverage. Cost of insurance will depend on the amount of insurance coverage selected. For more information, contact the Director of Human Resources.

J. Credit Union

ELIGIBILITY: ALL EMPLOYEES — Immediate.

All employees are eligible to participate in the DuPont Employees' Credit Union through payroll deduction. For details contact the Director of Human Resources.

K. YMCA

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES

Mary Baldwin College has a corporate discount agreement with the Staunton/Augusta YMCA. Participation is voluntary, and the employee pays the full discounted cost to participate in the program. Open enrollment is held semi-annually in April and October. Employees receive a 20% discount on monthly rates and the joining fee is waived. Contact the Director of Human Resources for additional information.

L. Premium Conversion

Section 125 of the Internal Revenue Service Code permits employees to have their portion of the health, dental, cancer, vision, or intensive care premiums deducted prior to state and federal taxes, including FICA. Federal and state income tax and social security tax are not calculated on the amount of premiums, so taxes are paid on a lower dollar amount. Once an employee selects the option for Premium Conversion, participation in this program will automatically continue unless he or she notifies the Director of Human Resources in writing of a wish to discontinue. Changes can be made only during the annual open enrollment, unless there is a qualifying event.

M. COBRA

To provide options for individuals who lose coverage from an employer-sponsored health insurance plan, the Federal Government enacted the Consolidated Omnibus Budget Reconciliation Act of 1985, commonly known as "COBRA." Under COBRA, eligible employees and their qualified dependents have the opportunity to continue coverage under the College's health insurance plans when a "qualifying event" would normally result in the loss of benefits. Enrollment may be continued up to 18, 29, or 36 months, depending on the qualifying event under federal law. Participants pay 100% of the group premium rate plus a 2% administration charge. Mary Baldwin College uses a third party administrator to provide COBRA administration services.

N. Tuition Assistance Program

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES, THEIR SPOUSES AND DEPENDENTS — Immediate.

Employees may enroll in undergraduate or graduate classes at MBC, with the exception of the Murphy Deming College of Health Sciences, while working at the College. Supervisors must approve the course(s) and absence from the workplace. With approval from one's supervisor, alternate work hours may be scheduled to make up the time used to attend classes, or the hours may be taken as unpaid leave. There is a maximum of two

(2) courses per semester for each employee.

Employees who enroll in undergraduate classes on campus receive full tuition assistance on the basis of two courses per semester. If an ADP contract or online course is taken, the employee must pay the per semester cost of the tutor's fee payable to the instructor. Employees are also responsible for any course fees. For graduate courses, the employee must pay the difference between the undergraduate and graduate per semester hour tuition rate.

Employees' spouses, domestic partners, and children are eligible to enroll as full- or part-time students, with the exception of the Murphy Deming College of Health Sciences. Children of employees are eligible until December 31 of the year they turn 26. Children under the age of 26 of deceased, disabled, or retired employees of the College may participate provided the former employee held **full-time** employee status at the time of death, disability or retirement and had completed seven (7) years of **full-time** continuous service at the College.

To register for classes, special or Adult Degree students should contact the ADP Office. For the traditional RCW program, please contact the Admissions Office. To receive the tuition benefit credit, an application must be filled out and approved by one's supervisor and a Human Resource representative. Full time degree-seeking students are required to fill out a TAG (Virginia Tuition Assistance Grant) application, and to complete a FAFSA if they may qualify for Federal Aid. Any federal and state benefits received will be deducted from the tuition balance before the tuition benefit amount is calculated.

Taxation of Tuition Benefits:

This tuition benefit is offered for both undergraduate and graduate coursework. Under provisions in Section 117 of the Internal Revenue Code (IRC), the College's employees and their eligible spouses and dependents can use the Tuition Benefits for undergraduate classes without having to pay taxes on the value of the tuition. Section 127 of the IRC code allows employees who take graduate courses to be exempt from tax on the first \$5,250 of tuition benefits received per calendar year. The College will withhold all applicable taxes on graduate tuition benefits received in excess of this value. Under the provision of Section 132, employees can take graduate classes at the College without having the benefit taxed, if the classes relate to their current job.

The tax-free provision of Section 127 does not apply to spouses or dependents taking graduate courses. Even though the taxable benefit is for the spouse's tuition, the related taxes are withheld from the employee's salary because the benefit is available through the employee's benefit plan. The Tuition benefit is non-taxable for a spouse only when they are employed by the College as a Teacher or Research Assistant.

O. Tuition Exchange

ELIGIBILITY: BENEFITS-ELIGIBLE EMPLOYEES - After One (1) Continuous Year of Full-Time Employment.

Through the College Tuition Exchange Program, children of eligible staff who are single dependents and under twenty-six (26) years of age may apply for tuition exchange from other participating colleges. Children under the age of 26 of deceased, disabled, or retired employees of the College may participate provided the former employee held **full-time** employee status at the time of death, disability or retirement and had completed seven (7) years of **full-time** continuous service at the College. This program is administered on a first-come, first-served basis from among all eligible College employees. Additional information regarding this benefit and the list of participating colleges are available in the Office of VPAA/DOC.

P. Retirement Program

The College's retirement program is administered through Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF). The plan is a defined contribution plan and consists of Group Retirement Annuities and Tax Deferred Annuities accounts.

Group Retirement Annuity Account –

Funded by the College; employees may also elect to contribute, with conditions

ELIGIBILITY: BENEFITS-ELIGIBLE EMPLOYEES with conditions

For employees who have completed one year of full-time service, who are benefits-eligible, and who have reached the age of twenty-one, the College will make contributions on their behalf at a percentage of their gross income for each pay period to a TIAA-CREF Group Retirement Annuity Account (GRA). The level is set by the Board of Trustees. The one-year waiting period may be waived if the employee can provide proof that he/she was in a previous 403(b) plan, worked at a non-profit institution, or worked at a previous educational institution.

Group Supplemental Retirement Annuity Account –

Funded by the employee (optional)

ELIGIBILITY: ALL EMPLOYEES

The Group Supplemental Retirement Account (GSRA) is a tax deferred annuity account and offers the same investment options as the Group Retirement Account GRA but also offers the employee more flexibility and control over the contributions deposited in the

program, and it has a loan feature. This program is offered to all employees, and participation is voluntary with no requirements for length of service or age. The College does not make contributions to this program.

New employees will be given the option to make contributions effective immediately, or the employee may elect to make contributions any time he/she chooses later. If the employee chooses not to enroll to make voluntary contributions during the Employee Orientation, the employee is required to sign a waiver form indicating the desire not to contribute unless he/she later notifies the College. If an employee chooses to make contributions to the Group Supplemental Retirement Account (GSRA), the employee is required to complete a Salary Reduction Agreement.

Q. Retirement of an Employee

Normal retirement age is sixty-five (65). The minimum age for retirement at the College is fifty-five (55). An employee should notify his or her supervisor and the Director of Human Resources as soon as he/she decides on a retirement date. Employees who retire from service at the College and wish to continue participation in the College's group medical insurance plan must have reached a minimum age of fifty-five (55), have a minimum of ten (10) years of continuous service, and the sum of the employee's age and years of service must be at least seventy (70). The employee also must have been a participant in the plan during the three (3) month period immediately prior to retirement and have been actively at work on the day prior to retirement. For the first three months of retirement, the College will continue to pay its portion of the premiums, and the retiree will pay the employee rate. After that, the retiree is responsible for the full premium. When a retiree or enrolled dependent becomes eligible for Medicare, participation in the plan will terminate on the last day of the month immediately preceding the month that the retiree/dependent becomes Medicare-eligible.

R. Phased Retirement Plan

ELIGIBILITY: BENEFITS-ELIGIBLE EMPLOYEES — After seven (7) years of continuous service with approval.

Phased retirement is an option provided by the College to permit employees to reduce their duties, upon approval by the president and for a maximum of three years, in order to prepare gradually for full retirement.

Procedures

All full-time employees are eligible to apply through their supervisors or department heads to an Executive Staff member for phased retirement. Phased retirement may be initiated

only through an application by an eligible employee. The Executive Staff member, in consultation with the President, approves or disapproves applications for phased retirement on a selective basis according to the needs of the College.

Conditions

1. Salary/Wage is reduced in proportion to the reduction in a normal full-time workload.
2. Tuition assistance and tuition exchange benefits are unaffected by phased retirement.
3. Vacation and Sick Leave accruals and Holiday pay are based on reduced hours worked.
4. The College pays the same dollar amounts toward hospitalization and the same percentage toward income disability insurance as those paid on behalf of a full-time employee.
5. The College pays toward the retirement annuity the same percentage of salary/wage as is paid on behalf of full-time employees.
6. Upon reaching retirement age, employees who are on phased retirement are eligible for retirement benefits on the same basis as retirees who have continued full-time duties at the College.
7. Employees on phased retirement are eligible to participate in future early retirement plans.
8. The College may require that an employee on phased retirement either resume duties up to a normal full-time load or fully retire.

S. Unemployment Insurance

Mary Baldwin College employees are covered by the unemployment insurance program in accordance with the Virginia Unemployment Compensation Act. Mary Baldwin is a reimbursable employer, which means that the Virginia Employment Commission pays benefits and the College reimburses the Commission. Virginia law provides that an employee may not be eligible for unemployment compensation when he/she terminates employment voluntarily without good cause, or is terminated for misconduct. Additional information about unemployment insurance may be obtained from the Virginia Employment Commission.

T. Domestic Partner Policy

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES.

The College offers a number of benefits to employees' domestic partners of the opposite sex or same sex. These benefits include among others health, dental, and vision insurances, tuition assistance, all leave policies, and access to the athletic facilities and the library. There are certain reporting requirements and tax consequences with this policy. For further information, contact the Director of Human Resources.

U. Payroll Advance Loans

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — After six months of employment

An employee may apply to take out a short-term loan from the College, equal to no more than one month's gross salary. Other provisions:

1. A credit check may be done before a payroll advance is granted.
2. The loan is repaid through payroll deduction and must be repaid during the first consecutive six pay periods for administrative/faculty employees, or thirteen pay periods for hourly employees.
3. An employee must complete repayment of half of a previous loan, through payroll deduction, before applying for a subsequent advance.
4. An administrative fee is charged for all payroll advances.

For more information, or to apply for a payroll advance, please contact the Business Office.

V. TIME OFF BENEFITS AND LEAVE PLANS

A. Holidays

The College recognizes the following holidays, with College offices closed:

- New Year's Day
- Memorial Day
- Independence Day (July Fourth)
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve and Christmas Day
- Any additional days designated by the College

In the event a holiday falls on a Saturday or Sunday, the College will designate on which work day it will be closed.

Holiday Time Off /Pay

ELIGIBILITY: ADMINISTRATIVE BENEFITS-ELIGIBLE EMPLOYEES

Employees are paid at their normal rate for holidays when the college is closed. If an employee is required to work on one of the College-designated holidays, compensatory days may be substituted at the discretion of one's supervisor.

ELIGIBILITY: CLASSIFIED BENEFITS-ELIGIBLE EMPLOYEES:

Employees scheduled to work on a College-designated holiday are eligible for holiday pay for that specific holiday in addition to their normal pay. Employees not scheduled to work on holidays are not eligible for holiday pay. Holiday hours worked do not count toward overtime.

Floating Holidays

Applies to: Administrative and classified employees

The College designates the following as Floating Holidays, on which College offices are open and, if they occur during academic terms, classes are held:

- Good Friday (Floating Holiday)
- Labor Day (Floating Holiday)
- Two days between Christmas and New Year’s Day as designated by the College
- Any additional days designated by the College

Administrative and classified employees who work on a Floating Holiday may schedule an alternate day off with the approval of their supervisor. Employees not scheduled to work on Floating Holidays are not eligible for holiday pay.

B. Vacation Leave

Administrative Employees Vacation Policy

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

Vacation is earned each month based on length of continuous service with the College and/or the level of accrual specified in an employee’s appointment letter or contract.

Vacation is earned as follows:

	<u>Service</u>	<u>Rate of Earnings</u>
Level I	0–2 years	Two weeks per year/10 days per year*
Level II	3–4 years	Three weeks per year/15 days per year*
Level III	After 4 years	Four weeks per year/20 days per year*

* Days are measured on contracted hours annually. For employees who are contracted to work less than 12 months, or less than 1,820 hours, the accrual is prorated as a percentage of the full-time equivalent based on contracted annual work hours.

General Provisions:

1. Employees may begin taking vacation days earned, with their supervisor's approval,

- after** completion of the ninety (90) day introductory period.
2. It is the responsibility of the individual employee and the supervisor to furnish records of vacation leave taken to the Business Office. Leave request forms may be obtained from the Business Office.
 3. Vacation days must be earned before they can be taken, unless prior approval has been granted by the supervisor.
 4. Employees may carry over, from one year (January 1–December 31) to the next, unused vacation equal to 1/2 of what could be earned in one year.
 5. If an employee terminates employment prior to the conclusion of the ninety (90) day introductory period, any vacation leave accrued will be forfeited. If an employee terminates employment after the conclusion of the ninety (90) day introductory period, he/she will be paid any accrued vacation on the final paycheck.
 6. Vacation accrual rate changes will occur during the employee’s anniversary month.

Classified Employees Vacation Policy

ELIGIBILITY: ALL BENEFITS-ELIGIBLE CLASSIFIED EMPLOYEES — Immediate.

Vacation is earned each pay period based on length of continuous service with the College. Vacation is earned as follows:

	<u>Service</u>	<u>Rate of Earnings</u>
	Level I 0–3 years	Two weeks per year/10 days per year*
	Level II 4–7 years	Three weeks per year/15 days per year*
	Level III After 7 years	Four weeks per year/20 days per
year*		

* Days are measured on contracted hours annually. They may be pro-rated for employees who are contracted to work less than 12 months, or less than 1,820 hours.

General provisions:

1. Employees may begin taking vacation days earned, with their supervisor’s approval, **after** the ninety (90) day introductory period.
2. Vacation days must be earned before they can be taken.
3. Employees may carry over, from one year (January 1–December 31) to the next, unused vacation equal to 1/2 of what could be earned in one year.
4. If an employee terminates employment prior to the conclusion of the ninety (90) day introductory period, any vacation leave accrued will be forfeited. If an employee terminates employment after the conclusion of the ninety (90) day introductory period, he/she will be paid any accrued vacation on

the final paycheck.

5. Vacation accrual rate changes will occur during the pay period in which the employee's anniversary date falls.

C. Sick Leave

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — Immediate.

All benefits-eligible employees are entitled to sick leave, with pay, based on contracted hours with the College. Sick leave is accumulated at the rate of 1.67 days (days are measured on contracted hours annually) per month of service; it may be accumulated to a total of twenty (20) days per year to a maximum of one hundred thirty (130) days. Employees may begin taking sick leave earned after completion of the ninety (90) day introductory period. Sick leave must be accumulated before it is taken. There is no compensation for unused sick leave upon termination or retirement.

Sick leave may include up to ten (10) days per year of personal sick leave used to care for a child, spouse, domestic partner, or parent with a medical condition. Sick leave may also be used for personal medical appointments. Supervisors may request medical documentation for any absences related to illness.

When sick leave is used for circumstances that qualify for FMLA leave, the Director of Human Resources will notify the employee of his/her rights under FMLA and the leave will run concurrently with paid sick leave. Refer to the Family and Medical Leave Policy for more information about FMLA.

D. Sick Leave Bank

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES — After one year of continuous employment.

The College has established a Sick Leave Bank to assist employees who are faced with emergency situations but have no sick leave available. Contributions to the Sick Leave Bank are strictly voluntary, and only those employees who contribute will be eligible to use the bank. The amount an employee contributes has no relationship to the amount that can be used. Additional information is available at the Business Office.

Other provisions:

1. Employees may contribute time to the Bank in hours or days.
2. In order to use the Bank employees must have been employed full-time for at least one (1) year and have used all their own accumulated Vacation and Sick leave.

3. Requests to use Sick Leave from the Bank are submitted by the employee's supervisor and will be evaluated by the Sick Leave Bank Committee, which has the authority to grant or withhold approval of requests. Committee members typically serve two-year terms. After the review, the Committee will pass its decision on to the Director of Human Resources, who will then notify the supervisor of the decision.
4. Eligibility is based on work performance, attendance, and supervisor's recommendation to the committee.
5. Normally, eligible employees may be granted up to two (2) weeks. Exceptions will be considered on an individual basis.
6. Employees will not accrue Vacation and Sick leave while using the Sick Leave Bank.
7. Employees may be requested to present a valid physician's excuse from work.

E. Family and Medical Leave Policy

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES:

Employees who have worked for the College for at least one year and have worked at least 1,250 hours during the twelve (12) months immediately preceding the leave may take family and medical leave for the following reasons as defined by the Family and Medical Leave Act of 1993 ("FMLA"):

1. Birth of a child and care for the newborn child if the leave is requested and concluded within twelve (12) months of the birth of the child.
2. Placement with the employee of a child for adoption or foster care if the leave is requested and concluded within twelve (12) months after placement.
3. Care for spouse, child, or parent of the employee who has a serious health condition.
4. Leave due to the employee's own serious health condition.
5. A qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
6. For an eligible employee who is the spouse, child, parent, or next of kin of a covered service member, to care for that service member.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care, absence of more than three (3) calendar work days from work that also involves continuing treatment by a health care provider, or continuing treatment by a health care provider for a chronic or long term health condition that is incurable or will likely result in incapacity of more than three (3) days if not treated.

A covered service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Employees eligible for leave under the FMLA may take up to twelve (12) weeks of FMLA leave in any twelve (12) month period. Employees who take leave to care for a covered service member are eligible for a total of twenty-six (26) weeks leave in a single twelve (12) month period. The twelve (12) month period during which leave may be taken will be a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave. In the case of FMLA leave for reasons 3, 4, 5, or 6 above, the leave may be taken intermittently or on a reduced hour basis, if such leave is medically necessary.

The College will maintain medical insurance coverage at the same contribution level as while the employee is working, provided the employee continues to contribute his/her share of the premium. Failure of the employee to pay this expense may result in lost coverage.

If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the College for any College contribution toward the employee's medical insurance coverage made during the leave and for tuition assistance provided to the employee and/or the employee's family member(s).

Employees who return to work on or before the expiration of their FMLA leave are entitled to be reinstated to their former position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if a position is no longer available due to a job elimination) or for highly compensated employees under specific conditions. An employee who does not return upon expiration of his/her FMLA leave is not guaranteed reinstatement and may be terminated at the College's discretion.

Requests for family and medical leave must be submitted to the Director of Human Resources at least thirty (30) days before the leave is to commence for foreseeable events, and as soon as practicable if the leave will begin in less than thirty (30) days. Employees requesting leave will be required to provide the College with an appropriate certification of the need for leave. When employees return from FMLA leave, they may be required to provide the Director of Human Resources documentation from their physician that they are able to perform their job functions (fitness for duty).

Employees must use any available Vacation or Sick Leave while out on FMLA. If an employee does not have any available Vacation or Sick Leave, the time will be unpaid. Employees will not accrue Vacation or Sick Leave, while absent on Family and Medical Leave.

Employees may not perform work for pay, of any nature, on a self-employed basis or for others during FMLA leave.

F. Parental Leave Policy

ELIGIBILITY: ALL BENEFITS-ELIGIBLE EMPLOYEES:

Mary Baldwin College will provide up to twelve weeks paid leave for Parental Leave for employees who have worked for the College for at least one year and have worked at least 1,000 hours during the previous twelve (12) months. This leave is for an employee to care for a newborn or newly adopted child(ren), pre-school age or younger.

Other provisions include:

- If both spouses are employed at the College, the twelve weeks paid leave is available to both as a family and not individually.
- It is expected that the employee will return to work after the twelve week period, and the College will hold the position for twelve weeks.
- Paid parental leave will run concurrently with FMLA leave. These provisions meet or exceed the requirements of FMLA.

The College will maintain medical insurance coverage and any other insurance benefits at the same contribution level as while the employee is working. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the College for any College contribution made on the employee's behalf during the leave.

The employee must notify the supervisor and Director of Human Resources of intended leave taken, thirty (30) days prior to the event, to the extent that the event is foreseeable. The employee must sign the Parental Leave Request Form acknowledging his or her understanding of the employee's obligations during the leave.

The employee will not accrue Vacation or Sick Leave while absent on Parental Leave.

G. Bereavement Policy

In the event of a death in the family, employees are permitted to take such time off as may be necessary from the time of death. Family will include: current spouse, domestic partner, parent, child, grandparent, grandchild, brother, sister, parent of current spouse,

son-in-law, daughter-in-law, step-mother, step-father, step-child, step-brother, step-sister, brother-in-law, or sister-in-law. Paid leave continues for five (5) working days for the death of a spouse, domestic partner, child, or parent. Paid leave will continue for three (3) working days for the other relatives listed. Employees may take further unpaid leave or accrued vacation leave with their supervisor's approval.

H. Funeral Policy

The College may approve paid leave up to one day for attending funeral services for a family member not referenced in the Bereavement Policy. An employee may also be granted adequate time to serve in the funeral services. Paid leave under this Funeral Policy is granted at the discretion of the employee's supervisor.

I. Jury Duty

If an employee is called for Jury Duty or is summoned to appear in court as a witness, he or she must notify his/her supervisor and the Director of Human Resources as soon as possible. During this service, employees will receive regular wages less any compensation received as juror or witness. Because of this, in order to receive regular pay from the College, compensation received as a juror must be turned over to the College care of the Director of Human Resources.

J. National Guard/Reserve Duty

The College will grant up to two weeks leave of absence for employees who are required to serve on active duty in order to fulfill their commitment to the National Guard or Reserve forces. The College will reimburse the employee the difference between the College pay and military pay when proper documentation is presented. If the military pay exceeds the College pay, then the employee will not receive any compensation from the College during the period of time she/he is on active duty.

K. Active Duty Military Leave of Absence

All employees who are absent from work due to service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") will be granted unpaid military leave. Employees may but are not required to use any available Vacation or Sick Leave. Employees must notify their supervisor as soon as possible of their absence unless such advance notice is otherwise impossible or unreasonable. The continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Employees on unpaid military leave are not eligible for Holiday Pay.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.

Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

An exempt employee who works any portion of a workweek during which that employee is also away from work on military leave is entitled to receive the employee's weekly base compensation for that workweek less earned military pay (excluding expense pay) for the same time period. This payment is subject to the College receiving proof of military service and pay information. Exempt employees will not be paid their weekly base compensation for a workweek in which they perform no work for the College.

L. Educational Leave

Educational leave may be granted at the discretion of the employee's supervisor for the purpose of furthering education through work-related study. This may be through on-campus coursework or studies at another site. Depending on how closely the course of study relates to the employee's responsibilities at the College, the supervisor will determine whether 1) the employee is granted paid educational leave, or 2) the employee takes unpaid leave or makes up the hours. Please refer to the Tuition Assistance Program section of the handbook.

M. Leaves of Absence

Requests for other unpaid personal leaves should be directed to one's supervisor. The supervisor, along with the Director of Human Resources, must approve any unpaid leaves of absences beyond the paid and unpaid time described in this handbook. In reviewing an employee's leave of absence request, criteria such as departmental needs and workload, seniority, overall work record, and the specific nature of the request are among the factors considered.

ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the policies outlined in the Mary Baldwin College Employee Handbook. I also understand that this handbook is a statement of policies and does not constitute an express or implied contract of employment. My signature below acknowledges the receipt and understanding of its contents.

Please return a signed copy of this acknowledgement to Human Resources.

Employee Signature

Employee Name (please print)

Date