

# **HEIDELBERG COLLEGE**

## **STAFF HANDBOOK**

**Revised  
Fall 2004**

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**Office of the  
Vice President for Administration**

**FOREWORD**

The Heidelberg College Staff Handbook is intended to acquaint support staff employees with general policies, principles, and procedures. Nothing stated herein represents a contractual commitment by the College concerning terms of employment or other matters. The policies, procedures, and benefits are all subject to change without notice. Periodically, the Handbook, or portions of it, will be updated and distributed.

The first chapter, “General College Information”, is intended especially for the new employee. It presents in capsule form the history of the College and a description of the College’s Affirmative Action Policy.

Chapter II describes the procedures the College follows in hiring its employees, policies and procedures of a compensation nature, brief statements regarding expectations for performance, and concludes with employee status change procedures.

Chapter III itemizes the fringe benefits that an employee receives through employment with Heidelberg College. Included are insurance benefits, leaves of absence policies, as well as additional privileges accorded employees.

Chapter IV contains a summary of miscellaneous policies and procedures that are applicable to all employees.

More complete details of policies may be obtained from the Office of the Vice President for Administration or the Heidelberg College Bylaws.

## **CHAPTER 1 - GENERAL COLLEGE INFORMATION**

### HISTORY OF HEIDELBERG

Heidelberg College, founded by the Ohio Synod of the Reformed Church in the United States, was formally opened on November 11, 1850, by the Reverend Jeremiah Good and the Reverend Reuben Good. According to the terms of the charter granted to the College by the State of Ohio, its purpose is to promote “religion, morality, and learning.” According to the statement revised in 1973 by the Board of Trustees, its purpose is “to maintain and promote an independent, Christian-oriented, soundly financed, coeducational, liberal arts college with high academic standards.”

Heidelberg College has the distinction of being among the first coeducational institutions in the United States and the third oldest in Ohio. From its foundation, Heidelberg has been coeducational, with one woman in its first graduating class. In its long history, the College has had only thirteen presidents. F. Dominic Dottavio, its thirteenth president, assumed his duties on July 1, 2003.

During the years, there have been two mergers of the church with which the College was affiliated. In 1934, it merged with the Evangelical Synod of North America to form the Evangelical and Reformed Church which united with the Congregational Christian Churches in 1964. The new denomination with which Heidelberg College is now affiliated is known as the United Church of Christ.

Throughout its history, Heidelberg College has always believed in the dignity of each individual. In the admissions of students, the hiring of personnel, and the conduct of daily life on campus, Heidelberg College does not discriminate on the grounds of race, religion, color, national and ethnic origin, political affiliation, socioeconomic status, age, sex, or handicap.

### HEIDELBERG COLLEGE DIRECTORIES

An employee directory is supplied to each administrative and support staff employee of the College during the Fall Semester. To avoid improper use of this directory, please keep in mind that this information is for internal use only and is not to be made available to anyone outside the institution.

### EMERGENCY TELEPHONE NUMBERS

Emergency - Dial 9, then 911  
Tiffin Fire Department - 9-447-1234  
Tiffin Police Department - 9-447-2323  
Ambulance Service - 9-447-1662  
Campus Security - 2211

## **HEIDELBERG COLLEGE AFFIRMATIVE POLICY AND PROGRAM PLAN**

### Introduction

a. "From its founding, Heidelberg College has believed in the dignity of the individual, and it is an affirmative action, equal opportunity institution. Heidelberg does not discriminate on the basis of race, color, national and ethnic origin, religion, age, political affiliation, socioeconomic status, sex, or handicap in the administration of its admissions policies, educational policies and programs, financial aid programs, employment practices, and athletic and other school-administered programs and activities."

Heidelberg College Catalogue, 1983-1984

b. This statement, expressing a fundamental fact of Heidelberg's approach to education, has long been an imperative in setting and achieving goals at Heidelberg. With the increasing awareness that, however salutary, such statements are prohibitory rather than positive, the College now adopts a restatement of that position, emphasizing the College's affirmative posture and its determination to continue to plan programs which reflect that posture.

### 1. Program Plan

a. The Board of Trustees of Heidelberg College instructs the President and the College administration, working cooperatively with the faculty and staff and in consultation with the Student Senate, to articulate a program plan for affirmative action for the College. The program plan should include but not be limited to the following elements:

- (1) The publication of this policy statement to all College constituencies and to the general public.
- (2) The Affirmative Action Officer, Jeannine Curns, Vice President for Administration, will have the responsibility of administering the program plan.
- (3) The preparation of an inventory of all College staff members to identify those areas that do not adequately reflect the College's posture.
- (4) The preparation of specific plans to redress the balance in those areas that are not in accord with College policy and to rectify specific situations that are similarly identified.
- (5) The inclusion in the college planning process of objectives, and measurements of progress toward objectives, which are consonant with the College policy.
- (6) The careful screening of national, regional, and local organizations with whom the College has an association in order to support the affirmative action concept in the College's external relations.

## 2. Affirmative Action Council

a. The President has appointed an Affirmative Action Council representing the various groups that make up the College.

b. The Council, which is advisory to the President, is charged with disseminating the Policy Statement; reviewing College policies, procedures, and practices; and recommending specific plans to redress the balance in areas which are not in accord with College policy or to rectify specific situations which are similarly identified.

3. The Affirmative Action Plan, The Title IX Institutional Self Evaluation, The Transition Plan and Self Evaluation under Section 504 are on file in the Personnel Office.

## 4. Affirmative Action Policy Statement

a. Heidelberg College believes in the dignity of each individual. The College offers qualified persons equal opportunity for admission as students and for employment, promotion and professionalization of its academic and non-academic staff without reference to race, religion, color, sex, or national origin. Heidelberg College strives to create an academic atmosphere at a campus environment that affirms this equality, while recognizing differentiation in talents, skills, interests, and merit.

b. Heidelberg College will continue to develop and design program plans to implement this policy statement.

## 5. Non-Discriminatory Policy Statement

From its founding, Heidelberg College has believed in the dignity of the individual, and it is an affirmative action, equal opportunity institution. Heidelberg does not discriminate on the basis of race, color, national and ethnic origin, religion, age, political affiliation, socioeconomic status, sex, or handicap in the administration of its admissions policies, educational policies and programs, financial aid programs, employment practices, and athletic and other school-administered programs and activities.

## CHAPTER II - EMPLOYMENT

### HIRING POLICIES

Heidelberg College is an affirmative action, equal opportunity employer. It does not discriminate on the basis of race, color, national and ethnic origin, religion, age, political affiliation, socioeconomic status, sex, or disability. In addition, the College is committed to maintaining compliance with the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

### RECRUITMENT

Applicant pools to fill specific positions are developed in several ways:

1. Individuals, either by their own initiative or unsolicited recommendations, apply for a position.
2. Employees of the College may indicate their wish to be considered for an open position.
3. The College may communicate its employment needs to candidates through advertisements or employment agencies outside the Heidelberg College community.

### CAMPUS JOB POSTINGS

The College fills job vacancies, whenever practical, by promotion or transfer from within the College. Openings that can be filled by reorganization within the same office will not be posted. All support staff positions are posted in Nota Bene, the College's bi-weekly newsletter, and the business office. Posted notices give information including job title, department, a brief description, and key requirements.

### HIRING

All requested positions will be filled only after:

- a) Completion of a personnel action form (PAF)
- b) Presentation for discussion at President's Council
- c) Approval by the President

All personnel will be oriented to College policies, position requirements, phone procedures, etc. by the supervisor during the first week of employment. Any change of employee name or address should be sent to the Business Office as soon as possible after the change occurs.

### MINORS

State and federal labor laws govern the employment of minors. Heidelberg policy on hiring minors is in keeping with the Fair Labor Standard Act of 1938 and the laws of the State of Ohio.

### NEPOTISM

Heidelberg does not prohibit or limit the simultaneous employment of two members of the same family. Two family members ordinarily will not be working in the same department or area. If such a situation would develop, institutional decisions that may result in a direct benefit to one member of the family will not be made solely or finally by the other. Good judgment and a sense of fairness on the part of both family members are essential to the successful implementation of this policy.

### ORIENTATION PERIOD AND REVIEW

Support staff employees have an orientation period of 90 days. During this period, the supervisor is expected to provide the employee with adequate instructions for carrying out his or her duties and to help him or her adjust to his or her position. At the end of the 90-day period, there will be a service review by the employee and the immediate supervisor. If the employee's performance has been satisfactory during that period, regular status will be granted and the employee's salary will be adjusted to the level agreed upon in the hiring interview. Orientation increases become effective on the first day of the pay period following the completion of 90 days of service. If the employee's performance during the orientation period has been unsatisfactory, the supervisor may extend orientation, the employee may be transferred to another position, or employment may be terminated.

For all fringe benefits, including vacation and sick leave, date of service is established as the first day of orientation employment.

### EMPLOYMENT LETTER

At the beginning of each fiscal year, an Employment Letter is sent to all support staff indicating their rate of compensation for the year. The Employment Letter does not constitute an employment contract, express or implied.

### OVERTIME/COMPENSATION TIME

Overtime is computed on hours worked in excess of 40 hours per week. For overtime work, prior approval by the immediate supervisor must be obtained. The overtime rate is one and one-half times the hourly rate. If the employee prefers to balance overtime by compensatory time, details should be worked out with the supervisor. Compensatory time should not exceed 10 days and should be used prior to June 30.

### PERSONNEL FILE

A personnel file is maintained in the Business Office. Changes of home address and telephone number should be reported to the Business Office in order to maintain current personnel and payroll records.

Other information relevant to an employee's work experience and responsibilities may be added by the employee to the personnel file as appropriate, (i.e. education, upgrading skills, letters of recognition, etc.). Every employee is permitted to gain access to the records maintained by the College's Business Office, which contain personal data regarding that employee. It must be made clear, however, that these records may be reviewed only in the presence of the Vice President for Administration (or his/her designee).

The employee may not, of his/her own discretion, mark up, change or in any way correct the data contained in the file. In order to make corrections to a personnel file, the employee must submit a formal request in writing to the Vice President for Administration. If the request is granted, then the changes will be made by the Vice President for Administration (or his/her designee) while the employee is present.

If the request for a correction is turned down, the employee can then request that his/her statement of disagreement with the personnel files be placed within the file.

#### PAY SCHEDULE/CHECK DISTRIBUTION

All support staff employees are paid on a bi-weekly basis. Paychecks are issued every other Friday.

When a payday falls on a holiday, biweekly checks are distributed on the first working day after this holiday. When a payday occurs during an employee's vacation period, checks are either mailed or deposited, on written request.

#### DIRECT DEPOSIT

Direct deposit of paychecks is required for all new employees. Direct deposit forms are available to employees in the Business Office. You will receive a pay stub that shows your earnings, taxes, and deductions on the scheduled payday.

#### ADVANCES ON PAY

Heidelberg College does not advance money to employees prior to paycheck issuance.

#### OUTSIDE EMPLOYMENT

Heidelberg College considers employees' outside activities to be their own affairs, so long as such activities do not bring discredit to the College or adversely affect job performance and ability to fulfill all responsibilities to the College. The second job may not be at the College.

Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or

contribute to job-related problems, such employment must be discontinued. The College will be particularly concerned about outside employment that:

- Will reduce the employee's efficiency in working for the College
- Involves working for an organization that does a significant amount of business with the College such as major contractors, suppliers, etc.

All employees are prohibited from engaging in any activity that compromises the College's image. This prohibition includes the unauthorized use of any College tools, equipment, or resources. In addition, employees are not to conduct any outside business during paid working time.

Employees who have accepted outside employment are not eligible for paid or unpaid excused absence leave when the absence is used to work on the outside job or is the result of an injury sustained on the second job. Fraudulent use of sick leave will be subject to disciplinary action up to and including termination.

### CONFLICT OF INTEREST

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which impairs or adversely influences his or her judgment with respect to policy promoting the best interest of the College and the public good, or which impairs or adversely influences the performance of his or her duties to the College.

Disclosure - In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interest, including any interest in the organization or entity which may benefit from the person's association with the College and including any such beneficial interest a member of the person's immediate family may have because of the person's association with the College.

Persons who perceive the existence of a conflict of interest shall not endeavor to resolve the conflict or determine that the external benefits will not adversely affect the College, but shall make a full disclosure of the facts, circumstances, relationships and transaction(s) as follows:

1. Vice Presidents shall report to the President
2. All staff employees shall report to their immediate supervisors, who shall keep the appropriate Vice Presidents of the College currently informed.
3. Reports shall be made promptly and at the discretion of the person receiving the report, shall be made in writing and signed by the person making the disclosure.

Restraint on Participation - Persons covered by this policy are encouraged to avoid relationships and transactions that constitute a conflict of interest. When such situations cannot be avoided, the person(s) involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the College determines that their participation is imperative for the welfare of the College and the public good. If such a waiver is indicated, it shall be in writing and signed by the President or Board making the determination and a copy of the Waiver shall be provided to the Chairman of the Board and the College Attorney.

## **PERFORMANCE POLICIES**

In the College community, the conduct of each individual employee is vital to the overall well being of the institution. On the College campus many groups of people intermingle - students, academic and non-academic personnel, alumni, parents, prospective students, townspeople, and other visitors - and each person's concept of Heidelberg is shaped in part by the words and deeds of every member of the College community. Courtesy, tact, dependability, loyalty, and sensitivity to other's wishes and needs are important employee attributes that make a better Heidelberg.

### **COURTESY TO VISITORS**

The smallness and openness of the campus encourage visitors to speak freely with all personnel. Each employee therefore should be knowledgeable to direct visitors to their desired campus destination or to the person who can answer their questions. Helpful, courteous replies to inquiries build goodwill for the College. The Heidelberg College Directory, College Catalog, etc., provide general information which should help employees respond to visitor inquiries.

### **CONFIDENTIALITY AND PROFESSIONALISM**

One of the true marks of loyalty and professionalism is respect for the confidentiality of information. Every College employee, from time to time, obtains confidential information via discussions and/or access to written material. The College can reasonably expect that confidentiality will be respected until the information is released by the appropriate persons.

### **TELEPHONE COURTESY**

All calls to the general Heidelberg telephone number, (448-2000) are received at the main switchboard located in the Business Office in College Hall. All other calls are dialed directly to the office desired. Such a system places a special obligation for telephone courtesy on every person answering a College telephone.

Outside callers, unfamiliar with this particular College's organization, frequently call the wrong office or department. All persons regularly answering any telephone are urged to become familiar with College services and personnel so that they can transfer calls smoothly and correctly.

Supervisors will instruct staff on the appropriate telephone greeting for each office and any other telephone answering systems for each office.

### **PERSONAL CALLS**

Personal calls on Heidelberg's business telephones, as well as personal uses of College e-mail and internet services should be few and brief.

## ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are expected. If an employee must be absent or late, the following procedures should be followed:

1. The lateness or absence should be reported, in advance if possible, to the immediate supervisor. If the immediate supervisor cannot be reached, the College Operator should take the call and record the message within the first hour of the workday.
2. Depending upon circumstances, the employee should report daily or periodically during an absence in excess of three days.
3. In certain instances, an employee may be required to submit a medical statement to substantiate the reason for absence.
4. Each supervisor keeps an attendance record for each employee, indicating whether or not the absence was properly reported. This record is forwarded on a monthly basis to the Office of the Vice President for Administration to become part of the employee's permanent record. The habitually tardy or absent employee is subject to reduction in pay or dismissal.

## **EMPLOYEE STATUS CHANGES**

### TRANSFERS

The Office of the Vice President for Administration attempts, whenever possible, to fill vacancies from within the existing staff. A transfer to another position within the institution may be initiated by either the employee or by the supervisor. It requires the mutual agreement of both the supervisor of the position to be filled and the supervisor of the position to be vacated.

If an employee wishes to transfer to a vacant position, (s)he should discuss the matter with the Vice President for Administration who can explain what transfer opportunities exist, if any. (S)he should then discuss the matter with his/her supervisor. Employees interested in the vacant position must submit an application for the position. The supervisor's recommendation is necessary before a transfer is considered.

Upon transferring, the employee is expected to serve an orientation period of 30 days before the change is made final. At the conclusion of the satisfactory probationary period, an appropriate salary adjustment will be made, if applicable.

### PROMOTION

Because Heidelberg attempts to fill positions from within, qualified employees may advance to positions of greater responsibility and pay when openings occur. A sincere effort is made to advance current employees to more responsible positions before new employees are hired for these positions. An employee who wishes to be considered for promotion to a new position should consult with his/her supervisor and the Vice President for Administration.

### REDUCTIONS IN FORCE

In the absence of sufficient work or sufficient funds or in the event of a reorganization of a unit that results in the elimination of one or more positions, employees may be laid off as required. Every effort will be made to place an employee laid off in a position of the same classification and pay.

### DISCIPLINE

It is the policy of the College to employ happy, growth-oriented individuals who are willing and able to perform the functions of their jobs in a satisfactory manner, to observe the rules and regulations of the College and to devote their time and attention to the business of the College during working hours. From time to time, it may become necessary to counsel or discipline employees who for one reason or another fail to observe the goals set forth above.

The responsibilities which employees are expected to assume are communicated during their orientation period by their supervisor and are reemphasized by supervisors as required. This fosters two-way communication and should leave no question in the employee's mind as to acceptable work standards or behavior.

All formal disciplinary actions must be reviewed with the Vice President for Administration *prior* to action being taken, and under no circumstances will employees be terminated without the knowledge of the Vice President for Administration.

Examples of acts which may result in discipline, including discharge, are as follows:

1. Insubordination
2. Deliberate and unwarranted refusal to follow instructions
3. Tardiness
4. Absenteeism, if unwarranted or not properly reported
5. Unsatisfactory work performance
6. Neglect of duty
7. Actions on the job which are specifically prohibited or which reflect adversely on the College
8. Working under the influence of alcohol or narcotics
9. Gambling on College property
10. Theft or attempted theft
11. Falsification of records
12. Poor work performance

This list is illustrative only and is not intended to be exhaustive or exclusive. The college reserves its right to discipline for non-listed offenses as it, in its sole discretion deems appropriate, and impose penalties as it deems proper.

#### VOLUNTARY RESIGNATION

All support staff who voluntarily resign must give at least two (2) weeks notice if they plan to leave the College's employment. A written resignation, indicating his/her reason for leaving and the date of resignation, must be addressed and submitted to the immediate supervisor.

#### NOTICE TO BUSINESS OFFICE OF EMPLOYEE TERMINATIONS

Supervisors must be certain that the Payroll Officer is notified immediately when the employment of any employee is to be terminated. This notification should be by telephone when time is short. Also, a letter of resignation must be sent to the Vice President for Administration early enough to be acted upon and forwarded to the Payroll Officer before the individual's last day of employment. These procedures are necessary to ensure that no person is paid improperly after (s) he has left College and to ensure that all balances due to the College are settled and that all College property has been returned.

#### ACCUMULATED VACATION PAY

When employment at Heidelberg College is terminated or an employee resigns, the employee will receive up to a maximum of two weeks of unused accumulated vacation pay if appropriate notification has been submitted in advance.

#### ACCUMULATED SICK PAY

No accumulated sick pay will be granted upon an employee's termination or resignation from the College.

#### EXIT INTERVIEWS

Upon the determination that the employee will be terminating his/her services to the College (s)he should schedule an exit interview with his/her immediate supervisor on or before his/her last day of service. All financial obligations to the institution must be met prior to termination. Institutional keys should be checked in at Krammes Service Center.

## **CHAPTER III—FRINGE BENEFITS**

### **MEDICAL COVERAGE**

All full-time employees and those employed one-half time or more are eligible to participate in the health care plan provided by the College. This insurance program includes both medical and prescription drug insurance benefits.

New full-time employees should apply for health insurance coverage when hired no later than 15 days from the date of employment. Coverage becomes effective on the date of hire. The College shares in the cost of the premiums for all covered employees.

At the retirement age of 59 and ½ or later, and ten years of service, retired employees and the employee's spouse may continue to participate in the plan as long as they live. The College currently shares in the cost of the premiums for retirees and their spouses participating in the program. Effective May 1, 2003 no employer contributions will be made to the retiree plan for those employees hired after July 1, 2003. This action was approved by the Finance Committee of the Board of Trustees at the May 2, 2003 meeting.

Details on the health insurance plan carried by the College are available at the Business Office and may be picked up when applying for these benefits at the time of employment. For answers to specific questions, contact the payroll office at 448-2181 in the Business Office.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees who lose health coverage because of termination or a reduction in the number of hours of employment or employee dependents who lose coverage because of death of the employee, divorce, legal separation or because of the 23 year age limitation for dependent children, to continue their coverage ranging from 18 to 36 months provided:

1. They exercise their option for continual coverage within 60 days after the date of loss of coverage;
2. They pay the applicable monthly premium plus a 2 percent administrative charge on a timely basis;
3. The employee or dependent does not qualify for coverage under another group health plan or Medicare;
4. The College continues to offer the health plan in which the employee or dependent was enrolled.

It is your responsibility to inform your spouse and children of their COBRA rights under the law and to inform the College in writing when a member of your family becomes eligible for COBRA benefits.

### **DENTAL PLAN**

All full time employees are eligible to participate in a voluntary dental plan. This plan offers a selection of plan coverage's to meet the different needs of employees. If you are interested in participation in the dental plan, contact the Vice President for Administration.

## **LIFE INSURANCE**

Each employee participating in the medical insurance described above is provided with a term life insurance policy in the amount of \$10,000. Coverage is provided for the duration of the employee's participation in the medical insurance program, within the restrictions of the policy itself.

## **RETIREMENT**

Heidelberg College employees may participate in a retirement and benefit program through Teachers Insurance and Annuity Association of America. Each participant and the College contribute monthly to the retirement plan. Each support staff participant shall contribute 3% bi-weekly of his/her salary.

For each participant in this retirement plan, Heidelberg College will contribute an amount equal to 6% of his/her bi-weekly compensation during such period as (s)he be employed and actively rendering service to the College; and in addition, for each eligible participant in the retirement plan, Heidelberg will contribute, beginning with the month in which the employee achieves age 50, an additional amount equal to 3% of the monthly compensation of such employee during the period (s)he is employed and actively rendering service to the College.

Details of the TIAA/CREF retirement plan can be obtained from the Business Office at 448-2181.

## **FLEXIBLE BENEFIT PLAN**

All full-time employees and those employed one-half time or more are eligible to participate in the Flexible Benefit Plan. This benefit program allows you to pay for certain expenses not covered using pre-tax dollars. You can set up this "account" with "pre-tax" dollars through payroll reductions and use the money you set aside to reimburse yourself for any one or more of the following optional benefits:

- (1) Unreimbursed Medical Expenses
- (2) Dependent Care Assistance Plan
- (3) Insurance Premium Payment Plan
  - (i) Health Insurance Premium
  - (ii) Disability Insurance Premium
  - (iii) Dental Insurance Premium

On September 3, 2003 the Internal Revenue Service (IRS) and U.S. Treasury department announced that certain over-the-counter medications may now be reimbursed for with pre-tax dollars through health care flexible spending accounts (FSA). Thus, reimbursement through this

FSA may now be possible for many medications, **provided the employee properly and sufficiently substantiates the expense.**

The Internal Revenue Service has set certain rules and regulations that must be carefully considered before enrolling in a medical reimbursement plan:

1. You cannot change your deposit amount during the plan year, unless justified by a change in your family status.
2. Medical expenses reimbursed through your Flexible Benefit Plan cannot be taken as federal income tax deductions.
3. Any amount left over in your account after all *qualified* claims have been processed at the end of the plan year will be *forfeited*.

Additional information regarding eligibility and enrollment can be obtained from the Business Office.

## **WORKER'S COMPENSATION**

Employees of Heidelberg College are covered by Ohio Workers Compensation Law with no deduction from the employee's salary. Eligibility for the benefits begins at the time of employment.

Any covered employee, who is injured in the course of, or arising out of, his/her employment should file a claim with the Bureau of Workers Compensation. Such a claim must be filed within two (2) years from the date of injury. Claim forms are available and originate from the doctors and hospitals that treat such injuries. Forms are also available through the Business Office.

If you are injured on the Tiffin or Maumee Campus while performing your assigned duties, your supervisor and/or the Security Department should be notified immediately. You should complete a "Report of Injury Form." This form will be used to collect information about how the injury occurred, how to prevent reoccurrence, and medical action taken. This form should be submitted to the Payroll Officer. This information will also be used to determine if the injury is recordable on the OSHA Log 200 on file in the Business Office.

If you are employed with Heidelberg College and are at an off-site location, the payroll officer must be notified within two (2) working days of the injury (Working day is defined as Monday through Friday, 8 a.m. to 5 p.m.) You should complete a "Report of Injury Form" and submit it to the Payroll Officer. Failure to report the injury within the stated time may result in delays when processing claims.

## **DISABILITY**

Total disability insurance is available to all full-time employees. (For the purpose of this program only, full-time employees are those working at least 32 hours per week.) The policy includes a monthly income benefit and a monthly waiver benefit of retirement annuity payments.

Employees become eligible for total disability insurance effective on the date of hire. Employees must complete an application within 31 days from employment. Employees electing not to join the plan must complete a waiver form and return it to the Business Office. Forms are available in the Business Office. Enrollment after 31 days will require evidence of insurability.

## **EMPLOYEE TUITION REMISSION BENEFIT**

Tuition remission benefits are available to all full-time employees of Heidelberg College after the probationary period. Enrollment is limited to two classes per semester at Heidelberg and is dependent on the availability of space in the class. An employee may choose to take a course during his/her lunch hour. Approval for enrollment must be obtained from the employee's immediate supervisor.

Part-time employees, working a minimum of twenty (20) hours per week, may also attend class. Tuition remission is pro-rated based on the hours worked. For example, an employee working half-time would be entitled to tuition remission of fifty percent.

Because of the intense summer school schedule, enrollment in summer school is limited to two courses per summer. If more than two courses are taken, then the participant must pay for the additional courses taken.

## **TUITION REMISSION BENEFITS FOR DEPENDENTS**

Eligible children of full-time support staff may attend Heidelberg without payment of tuition.

1. Children must be unmarried, dependent upon their parents and not over twenty-three year of age unless they have been in military service and dependent upon the parent employed by Heidelberg College.
2. Children having been dependent on the employee as a result of adoption or marriage are eligible.
3. No more than eight semesters or twelve quarters of full-time undergraduate work are permitted.
4. Students in this program must stay in good academic standing as defined by the institution.
5. Eligible dependent children may enroll in summer school, but enrollment is limited to two courses per summer.
6. Stepchildren are eligible if they are claimed as legal dependents on the tax return or there is a court order.

## **LEAVES OF ABSENCE**

### **SICK LEAVE**

Heidelberg College grants sick leave at the annual rate of 1 ½ days per month worked to full-time employees. This policy is prorated for part-time employees based on the number of hours worked. Full credit for a partial month worked is given to individuals who actually work at least half of the month. Sick time does not accrue during sick leave except that sick time is accrued during vacation. This leave can be accumulated up to six months of working time. In case of prolonged illness, this cumulative policy allows an employee with full *cumulative leave* and disability insurance to be covered by such leave until (s) he is eligible for disability benefits.

Sick leave may be taken in one-half hour increments. If you take a day off, the number of hours used will be equal to the number of hours the employee was scheduled to work that day. Sick time may be used for any illness and may also be used during times of pregnancy which require time off from work. The length of time off due to pregnancy is determined by the employee's physician. Payment during this time will be covered first by the paid sick leave policy.

Sick time may also be used to care for the illness of the employee's spouse, child, or parent, for whom the employee has primary care responsibility.

The College, through your supervisor, reserves the right to request proof of illness from a physician in any case where you are personally absent due to illness or where you request to use your sick time because of illness of your spouse, child, or parent.

While an employee is on sick leave, every effort is made to retain the employee's present position; however, some jobs do not permit the College to hold the position open. In such cases, an attempt will be made to reinstate the employee in a position with comparable status and pay. In no case will there be loss of credit of years of service or accrued benefits.

Please review the Family and Medical Leave Plan to see if it may apply to your personal illness, family illness, maternity, etc.

Procedure to File for use of Short-term Sick Leave Benefit - Employees should telephone or otherwise notify his/her immediate supervisor as soon as (s) he decides (s) he will not be reporting to work (i.e. within the first hour of the work day). If the planned use of sick time is related to a doctor's appointment, the employee should notify his/her supervisor soon after (s) he schedules the appointment. This policy is in place so that the responsibilities of the employee can be met in the most appropriate manner possible.

Each employee is required to complete an "Absence Report" form. (Forms are available in the Business Office). If medical attention is required; a certificate stating the nature of the illness from a licensed physician may be required to justify the use of sick leave.

Procedure to Request Use of Long-term Sick Leave Benefits - Employees may use accumulated sick leave benefits to cover extended illness, surgery, or maternity care. The employee must request leave using the "Absence Report" form prior to use of the leave or in extreme circumstances, as soon as possible. Please refer to the Family and Medical Leave Plan that follows.

***Upon return from long-term sick leave, the employee must submit a physician's authorization statement detailing any restrictions to the Vice President for Administration.***

## FAMILY AND MEDICAL LEAVE ACT

Heidelberg College understands the importance of family issues in today's work force. It also recognizes that more of its employees than ever before face conflicting demands of family obligations and work. Because you may find it necessary to take leave from your job for a temporary period to address certain family responsibilities or your own serious health conditions, and in order to comply with the Family and Medical Leave Act of 1993 (FMLA), effective August 5, 1993, Heidelberg College hereby establishes its family and medical leave policy.

Eligibility - In order to qualify under this policy, you must meet both of the following conditions:

1. You must have been employed by Heidelberg College for at least 12 months or 52 weeks prior to the leave request. The twelve months, or 52 weeks, need not be consecutive.
2. You must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave would begin.

Type of Leave Covered - Heidelberg College will grant an eligible employee up to 12 weeks of unpaid family and medical leave during each 12-month period, as defined below, in accordance with the FMLA, if the procedures in this policy are followed and leave is requested for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care.
2. To care for the employee's spouse, domestic partner, son or daughter, or parent, who has a serious health condition.
3. Because of a serious health condition that makes the employee unable to perform the employee's job.

For purposes of this policy, a *serious health condition* is an illness, injury, or physical or mental condition involving inpatient care or continuing treatment by a healthcare provider. Requests for leave to care for other seriously ill family members or members of an employee's household will be considered on a case-by-case basis.

Length of Allowable Leave - FMLA leaves may be approved for a maximum of 12 weeks in a 12-month period. For purposes of this policy, a "rolling" 12-month period will be used, measured backwards from the date an employee uses any family leave. Leave taken prior to August 5, 1993; will not be counted in measuring an employee's 12-week leave allowance.

Spouses who are both employed by the College are allowed a combined total of 12 weeks of FMLA leave within a 12-month period for the care of a newborn or adopted child, or to care for a parent with a serious health condition. If leave is requested due to the illness of a child or of the other spouse, each spouse is allowed 12 weeks of leave.

In the case of the serious health condition of a family member, employees may request leave in continuous periods, intermittent periods, or by a reduced work schedule, to a total of 12 weeks. In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee temporarily to an alternative position to accommodate the needs of the work area. In such situations, the employee's salary rate and benefits should remain the same.

Leave to care for a newborn or a newly adopted child should normally be taken in continuous periods and must be taken within 12 months of the birth or placement of the child. Intermittent leave or reduced schedules may be arranged only if agreed to by both the department supervisor and the employee.

Requests for FMLA leave to exceed 12 weeks will be reviewed in accordance with the circumstances of the requests, considerations of work coverage, and the provision of the College's general policy on leave without pay.

Requesting FMLA Leave - Employees are expected to provide as much advance notice of the need for a leave as is possible to allow for planning of coverage in the employee's department. Applications for leave of absence are available from the Business Office.

Certification from a qualified healthcare provider will be required for approval of a leave to care for a seriously ill or injured family member. Copies of the U.S. Department of Labor's form for certification of physician or practitioner are available in the Business Office for this purpose. Such certification should be provided before the leave begins (or in as timely a manner as possible) and should include the following:

- The date on which the illness or condition began
- The estimated duration of the condition
- A statement that the illness or condition warrants the participation of the employee to provide care
- In the case of intermittent leave, the dates and duration of treatments to be given

You must provide the required certification to the College within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification will result in denial of leave.

The College may require that a second medical opinion be obtained if it has reason to doubt the certification. This evaluation is done at the expense of the College and must be obtained from a healthcare provider who is not employed by the College whom the College will select. In the event of conflicting opinions, the supervisor may ask for a third and final provider (at the expense of the College) to offer a binding decision. The College and the employee will jointly select a third doctor. This third opinion will be considered final.

Additional certification may be requested for any extension of a leave period beyond the dates originally approved.

#### Continuation of Benefits during Family and Medical Care Leave

Health insurance coverage will continue during the family and medical care leave periods.

#### Conditions of Return from Family and Medical Care Leave

At the completion of the approved leave period, an employee will be reinstated to his/her former position or a position of equivalent classification and pay within the College.

Questions relating to the provisions and eligibility requirements for FMLA leave should be directed to the Vice-President for Administration.

#### BEREAVEMENT OR FUNERAL LEAVE

In the event of death in the immediate family of a current employee, Heidelberg College grants three (3) days leave with pay. The immediate family is defined as spouse, son, daughter, father, mother, parents-in-law, brother, sister, or grandparent. For all other deaths, a request for vacation leave is required.

#### JURY DUTY

It is the policy of the Heidelberg College to encourage employees to exercise their civic responsibility by performing jury duty service, when called. All employees performing such service are paid their full salary. In addition, all benefits shall remain in effect, and the employee continues to accrue vacation and sick leave while on an excused absence for jury duty. This policy applies to all full-time regular and part-time regular employees within the College community. Persons serving on jury duty are expected to immediately inform his/her supervisor when (s) he receives a notice to serve on jury duty.

#### VOTING LEAVE

Because local voting booths are open before and after regular Heidelberg working hours, voting leave is not granted to employees. If individual problems arise, the employee's immediate supervisor should be consulted.

#### MILITARY LEAVE

An employee who is called for extended military duty may take military leave, without pay or fringe benefits. At the conclusion of leave, the employee will either be restored to his/her former position or be given a position of like seniority, status, and pay, with military years credited toward seniority.

#### LEAVE WITHOUT PAY

A leave of absence for compelling personal reasons will be granted to full-time employees with 24 consecutive months of service to the College. Such a leave is taken without pay, sick leave, or vacation rights. Requests for such leaves should be addressed to the employee's immediate supervisor and will require the approval of both the supervisor and the Vice President for Administration.

## VACATION

Vacations are scheduled with the employee's supervisor and every effort will be made to give employees the vacation time of their preference. Conflicts in scheduling of vacations will be resolved on the basis of seniority at the time vacations are scheduled. All vacations must be submitted in writing on the "Absence Report" and approved in advance by immediate supervisor.

Full-time support staff employees shall be granted two (2) weeks paid vacation annually. In addition, full-time support staff employees, beginning with the sixth year of service, shall receive annually one additional day for each year served up to a maximum time of 22 days. Regular part-time employees will receive pro-rata amounts based on the total number of hours worked during each fiscal year. Accrual begins at the end of the first full month of service and continues for each subsequent full month of service. (Persons on unpaid leave will not earn vacation during such absence.)

Vacation leave may be taken in one-half hour increments. If you take a day off, the number of hours used will be equal to the number of hours that you were scheduled to work on that day.

Vacations are earned and taken on a fiscal year basis, July 1 to June 30. Maximum accrued vacation which can be carried over from one fiscal year to the next fiscal year cannot exceed two weeks.

Salaried staff employees who leave the College prior to the date stipulated in their contracts will forfeit vacation payments.

## HOLIDAYS

The following days are recognized as paid holidays:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Thanksgiving Day and the day after Thanksgiving

- Christmas Eve Day
- Christmas Day - During the holiday season, each employee is entitled to four days of vacation. This holiday vacation is in addition to the annual vacation and other holidays listed above. The President of the College will announce the dates of the vacation period each year.

Whenever reasonably possible, the holiday will be given on the day it occurs. When the College schedule makes it impossible to observe the holiday on the recognized day, it will be made up on a designated date later in the year.

When a recognized holiday falls within an employee's scheduled vacation, the employee is entitled to an extra day's vacation.

## **ADDITIONAL BENEFITS**

No listing of fringe benefits would be complete without mentioning the invaluable benefits of being a part of the Heidelberg College community. The availability of a fine library, the opportunity to hear stimulating lectures and good music and to see exciting athletic contests, and the intellectually challenging environment are among the benefits enjoyed by a Heidelberg College employee. Specific policies to implement these benefits include:

### ATHLETIC PRIVILEGES

The presentation of the College I.D. will entitle the holder and his/her spouse to free admission to home games. Play-off games and special athletic events are not included. Tickets can be purchased at the Athletic Department.

### HEIDELBERG COLLEGE BOOKSTORE

The Heidelberg College Bookstore, located in the Campus Center, offers a varied line of textbooks, paperback books, educational supplies, and novelty items. Employees are eligible to receive a 10% discount on certain items purchased in the College Bookstore.

### CAMPUS FUNCTIONS

Most of the campus educational and cultural events are open to the public. All employees and their families are welcome to attend those open events. For many events, there is no admission charge; for some, a small admission charge is collected.

### IDENTIFICATION CARD

Heidelberg College issues identification cards to all regular staff, full- and part-time. These cards are valid for the length of employment. Employees who leave the College are required to surrender their identification cards to his/her supervisor at the time of his/her exit interview. A new identification card will be issued to replace a lost or stolen card.

The identification card permits employees to borrow books from the library and admits them and their immediate families to home sporting events. The card also provides admittance to events limited to members of the College community and gives employees a 10% discount at the College Bookstore on supplies, gift items, and clothing.

### LIBRARY FACILITIES

The services of Beeghly Library are available to staff members upon presentation of the College I.D. Library hours (except during holidays and exam week) are as follows:

Monday-Thursday	7:45 a.m. - 11:00 p.m.
Friday	7:45 a.m. – 6:30 p.m.
Saturday	11:00 a.m. - 5:00 p.m.
Sunday	12:00 noon - 11:00 p.m.

## **CHAPTER IV—MISCELLANEOUS POLICIES/PROCEDURES**

### **NON-DISCRIMINATION POLICY**

It is the College's policy that equal employment and equal admission opportunity shall be afforded to all such qualified persons. Further, it is our policy to support and abide by all legal requirements assuring non-discrimination in employment and admission for all qualified persons without regard to race, sex, color, national origin, age, ancestry, protected physical or mental disability, medical condition, marital status, sexual orientation, or any other characteristic protected by law. This policy is applicable to all matters related to recruitment and admission of students and employment matters such as recruitment, hiring, upgrading and promotion, staff development, transferring, layoffs and recall, demotion and termination of employment. It also applies to employee compensation or benefits, participation in College-sponsored education or training, tuition assistance, or College recreational programs, and to all student services and activities. Further, all curriculum and course offerings and matters pertaining to student environment and governance will continue to be evaluated for compliance with relevant regulations.

We shall continue to direct our employment/personnel and recruitment/admissions practices toward insuring truly equal opportunity for everyone. Only valid requirements will be imposed for opportunity for admission of students and transfer, advancement, or promotion of employees to insure that all minorities, females, disabled employees, and students receive fair consideration.

### **HARASSMENT/SEXUAL MISCONDUCT**

Heidelberg College does not and will not tolerate harassment of our employees, applicants for employment or our students on the basis of race, color, sex, religion, national origin, age, or disability. The College recognizes the adverse impact of harassment on absenteeism, productivity, and turnover and recognizes that those who may be harassed may personally suffer adverse effects. All employees, applicants for employment and students are entitled to an environment free from all forms of unlawful discrimination and harassment. This policy demonstrates the College's commitment to addressing these concerns.

Harassment - Harassment is physical conduct, verbal conduct, or other expressive behavior, including written or pictorial expression, that explicitly demeans any person(s) and 1) interferes with education, employment, or other College-authorized activity or 2) creates an intimidating, hostile, or demeaning environment for education, College-related work, or other College-authorized activity. It is a violation of College policy to engage in harassment, or to retaliate against anyone bringing forth an honestly perceived complaint of harassment.

Verbal harassment includes, but is not limited to, name calling, slurs and epithets, jokes or other remarks that demean the victim and/or discourage the individual's full participation in the College's community. Physical harassment occurs when a person's body, possessions, or residence are threatened or abused.

In addition to the preceding definition, harassment refers to behavior that is not welcome, which is particularly offensive, which debilitates morale and which therefore interferes with the work or academic effectiveness of its victims, their co-workers and their peers.

Harassment of employees will not be tolerated. Any employee who believes he or she has been the subject of sexual harassment or who has witnessed sexual harassment should report the matter to the Vice President for Administration or the President of the College. If the case cannot be resolved at this level, the appropriate grievance procedure will be employed.

Sexual Misconduct - Sexual misconduct, in a college setting, is "non-consensual physical contact of a sexual nature," such acts as using force, threat, intimidation, or advantage gained by the offended person's mental or physical incapacity or impairment of which the offending person was aware or should have been aware.

If sexual misconduct occurs by a faculty or staff member, the affected individual should see the appropriate Vice President. (S)he also has a choice of making charges of sexual misconduct at the police department.

Investigation Procedures - All complaints will be investigated in a timely and responsible manner. Confidentiality of all information obtained during the investigation will be protected as much as possible, to the extent the investigation is not compromised. All witnesses and those interviewed during the investigation are expected to treat the matter as confidential. All employees who are part of the investigation have the duty to answer all questions honestly and completely. Individual(s) alleged to have committed harassment have the right to be presented with the allegations and have a responsibility and a right to respond to the allegations. Both the persons claiming harassment and the accused have the right to a prompt and complete investigation of the claim as well as learning the result of the investigation. If evidence supports a finding that a charge of harassment is false, the employee responsible for bringing the false charge may be subject to disciplinary action up to and including dismissal.

Disciplinary Action - Harassment in the workplace by any employee will result in disciplinary action up to and including dismissal.

Confidentiality and Retaliation - The College will keep all complaints of harassment and all communications, such as interviews and witness statements in strict confidence. The College will not tolerate retaliation against any employee who complains of harassment or provides information in connection with any such complaint. Any employee who impedes an investigation, covers up the truth or retaliates against a complainant shall be subject to disciplinary action up to and including dismissal.

## **DRUG- AND ALCOHOL- FREE WORKPLACE STATEMENT**

The College subscribes to and endorses an alcohol and drug policy founded on the principle of freedom with responsibility. The College is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The institution will strive to provide an educational environment conducive to making conscientious

and healthy decisions when individuals are faced with difficult choices associated with the use of legal and illegal drugs.

Members of the College community are individually responsible for being aware of applicable laws, regulations, ordinances, and institutional policy and for complying with them. The College will assist in that endeavor by providing current information on an ongoing basis to the campus community. Reference should be made to the “Policy Handbook of Substance Abuse” available in the Student Affairs Office.

Federal law requires that you notify the College of any criminal drug statute conviction for a violation occurring at the College within 5 days after such conviction. Such notice should be given in writing to the Vice President for Administration. This notice requirement is a condition of your employment. The College is required by law to relay said information to the appropriate Federal Authorities within 10 days after receiving notice of an employee’s conviction.

Upon notification of any Criminal Drug Statute Conviction, for a violation occurring at the College, the College, within 30 days of such notification, is required by Federal law to:

1. Take appropriate personnel action against such employee, up to and including termination; or
2. 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.

## ALCOHOL

State Alcohol Guidelines - State law states that it is illegal to sell, serve, or furnish beer, wine, or other alcoholic or intoxicating liquor to a person under 21 years of age. It is also illegal for any person under 21 years of age to purchase or attempt to purchase, possess, or consume any alcoholic or intoxicating liquor.

The State Board of Education states that “alcoholic beverages may not be possessed or consumed under any circumstances in areas open to, and most commonly used by, the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other area of college-owned buildings and grounds.”

Guests or visitors must observe this rule while on campus or on the College property. Noncompliance may subject a person to sanctions imposed by the College as well as provisions of local and state law.

Disciplinary Action - Individuals who fail to abide by the provisions of this policy will be referred to his/her immediate supervisor for disciplinary action.

## **COMMUNICABLE DISEASE POLICY**

It is Heidelberg College's policy to promote the rights of persons with communicable diseases to education and employment, while providing a safe and healthy environment for the College's students and employees. The College will make all reasonable accommodations to persons infected with Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) and to

employ/continue to employ persons so infected. As appropriate, faculty and staff will be provided training and/or information regarding blood borne pathogens, universal precautions, and work practice controls.

The College will be flexible in its response to incidents of disease at the College, evaluating each occurrence in light of all applicable federal, state, and local laws, its general policy and the latest information available.

General Guidelines - The College will be guided in its actions by the most recent medical evidence: the federal regulations of the Rehabilitation Act, state law, guidelines from the Centers for Disease Control (CDC), the Public Health Services, the American College Health Association, and the Department of Health.

The College will not routinely screen all members of the College community for communicable diseases unless and until required to do so by law, because communicable diseases may have different modes of transmission and should be evaluated on an individual basis.

The Federal Rehabilitation Act of 1973 prohibits discrimination against qualified individuals by employers and those who provide services with the assistance of federal funding. Under federal law, the College as an employer and a provider of educational services must make reasonable accommodations for handicapped individuals, including those with communicable diseases

The College maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Education Rights and Privacy Act of 1974. This Act requires that no specific or detailed information concerning symptoms or diagnoses be provided to faculty, staff, administrators, or family members without the express written permission of the student/employee. Only individuals at the College with a legitimate need to know will have knowledge of the existence and/or employees with communicable diseases.

## **SAFETY PRECAUTIONS**

It is the policy of the College that each work location be kept free of hazards that may cause physical harm or illness to staff members. All members of the campus community are

responsible for implementing this policy. Direction and assistance are provided by the Director of Physical Plant and the Vice President for Administration.

It is the responsibility of each employee to do the following:

- Perform work in a safe manner
- Report any injury or occupational illness to the supervisor immediately

## SECURITY

Security is staffed by two full time professional Security Officers and Heidelberg College students. These officers report directly to the Vice-President of Administration.

Location	Krammes Service Center
Telephone	448-2211
Hours	Twenty four hours per day, seven days a week

Campus security officers do not maintain legal authority to arrest individuals; however, they do have the authority to detain any person(s) if the need arises. The Tiffin Police Department will be notified as soon as possible or immediately following the occurrence.

Other duties include the supervision of traffic and parking of all College activities requiring special or additional efforts. In addition, security handles the registration of all vehicles on the Heidelberg campus. There is no charge for registering a vehicle; however, employees do need to obtain the proper parking sticker.

## FIRE

Each employee must be informed and kept posted on the location of fire alarms, locations of extinguishers in his or her building, and the plan of exit in case of fire. When an alarm is sounded, the employee should proceed immediately to the exit designated for his or her area of the building. Periodic drills are held to help insure safety in case of actual fire and are conducted exactly as if a real fire were in progress.

If a fire should occur, the employee who discovers it should:

1. "Set-off" the fire alarm system within the building.
2. Call 911.
3. Report the fire to Campus Security (448-2211 or 448-2391).

## TORNADO

In case of a tornado or severe storm, the city of Tiffin will sound its warning sirens. The only time you will hear these will be the first Friday noon of each month for testing - any other time, take cover. On campus, you are to go to the basement of each building.

## INJURY OR ILLNESS

An employee who becomes ill or is injured at work should be taken to the emergency room at Mercy Hospital. If the injury obviously requires only First Aid, the patient could go to Stoner

Health Center; if it is obvious that the patient should be seen immediately by a physician, an ambulance should be called and the patient taken to the Emergency Room at Mercy Hospital. Stoner Health Center is staffed during the academic year with professional nurses.

Stoner Health Center:

Location	Campus Center Room 141	
Hours	Monday-Friday	7:30 a.m.-4:00 p.m.
Telephone	448-2041	

Any illness or injury should be reported immediately to the employee's supervisor. In addition, whenever an employee of the College is injured on the job, the Vice President for Administration should be notified. If complications develop and medical attention is required, the Vice President for Administration should be apprised of that complication.

### UTILITY FAILURES

A utility failure should be reported immediately to the Krammes Service Center (448-2391). If the failure occurs after closing hours, notify the Security Office (448-2211) where contact can be made with appropriate personnel.

### **SMOKE-FREE BUILDINGS and VEHICLES**

The U.S. Surgeon General has named smoking "Public Health Enemy Number 1" in light of its role as the leading cause of premature death and disability in our county. Research has shown that nonsmokers with chronic heart or lung disease can experience severe distress when exposed to sufficient concentrations of secondhand smoke. Many allergic individuals and even the majority of healthy nonsmokers report discomfort when exposed to secondhand smoke on the job. Furthermore, recent medical studies indicate that long-term exposure to involuntary smoking may increase nonsmokers' risks of developing severe lung disease.

In response to these hazards, governmental units as well as public and private institutions have initiated ordinances or guidelines that regulate smoking. As an institution of higher learning, the College perceives that it has special obligations to be a leader in this area.

The College is dedicated to providing a healthy, comfortable and productive environment in which to study and work. This goal can be achieved only through ongoing efforts of all members of the campus community.

The College's current smoking policy is that smoking is not permitted in any College buildings, athletic fields or recreation areas. In addition, smoking is not permitted in any College vehicles.

### **MOTOR VEHICLE REGULATIONS**

Employees who drive automobiles to the campus must register the vehicles with the Security Office at Krammes Service Center. Upon receipt of your completed vehicle registration card, the Service Center will issue a registration decal. The decal must be displayed at all times so that it is clearly visible in the lower left corner of the windshield. The decal should be displayed on the

windshield of all motorcycles. If the motorcycle does not have a windshield, see the Senior Security Officer for an arrangement.

Any change of ownership of the vehicle or change of license plates must be reported to the Security Office within five (5) days.

According to Ohio law, all motor vehicle owners must carry personal and property liability insurance. The College has no liability and assumes none for the loss or damage to motorized vehicles.

Parking should be in designated areas only. Heidelberg College provides for handicapped parking spaces for all major buildings. Additional spaces can be added if needed.

Section 303.08 of the Tiffin Codified Ordinances requires towing of vehicles parked in areas blocking access for emergency vehicles or fire lanes. Vehicles parked in areas so posted will be towed with the owner liable for towing charges and probably a fine by the city.

College policy on parking includes the use of a “boot”, a device that makes it impossible to move an automobile. This device will only be used under extreme circumstances e.g. handicapped spaces, fire lanes, and extensive violation of parking regulations. All individuals will be warned at least once. The cost to remove the “boot” is \$25.00 plus the cost of the fine. The \$25.00 must be paid before the “boot” is removed. In addition, repeat offenders will be towed at the discretion of the Security Department.

College fines for violations which take place on the Heidelberg Campus are payable at the Business Office within five (5) days of issuance of the violation. A request for appeal must be done by notifying the senior security officer or the Director of Physical Plant within five (5) working days after issuance of the notice of violation (Saturdays, Sundays, and holidays are excluded). Fines incurred are a financial obligation to the College and will be included on the employee’s statement of account.

## **INCLEMENT WEATHER POLICY**

On occasion, an individual campus (Tiffin, Maumee or Ashland) may close due to extreme weather conditions. Staff should contact the appropriate campus for additional information on closings. A person will be assigned to report to the Business Office by 7:00 a.m. to cover the telephone. That number is 448-2000.

The following media sources will be notified of the closing or delay immediately:  
WTTF (Tiffin – 1600 AM; 103.7 FM) and WHEJ (88.9 FM) radio stations  
WTVG-TV (Toledo - Channel 13)  
WTOL-TV (Toledo - Channel 11)

It is important to realize that there are essential services that must be provided at all times due to our being a residential college. Therefore, the following members of the Heidelberg College community are expected to report to the College whether classes have been cancelled or not. Those essential services personnel include the Director of Physical Plant, Vice President for Student Affairs, a person to cover the switchboard, Director of Food Service, Senior Security Officer, and the Vice President for Administration. Each of these employees will be expected to determine what members of his or her staff should also be present at that time. It is also understood that all other office will attempt to have at least one person who will be able to report to work by 10:00 a.m.

### **CANCELLATION OF CLASSES**

If only classes are cancelled, support staff who are able to report to work should do so by 10:00 a.m. Employees, who are unable to report should call 448-2000 or 448-2193.

### **DELAY OF CLASSES**

If the decision is made to delay the start of classes, all employees who are unable to report should call 448-2000. Staff who does not call in will be expected to be present. Support staff unable to report to work by 10:00 a.m. on days classes are delayed, but not cancelled, will be charged with a day off. This day can be charged against any accumulated vacation time. If no vacation time is available, the day will be without pay. Accumulated sick time cannot be used.

### **SOLICITATION AND DISTRIBUTION ACTIVITIES**

To protect members of the campus community from annoyance, solicitations and distribution of materials are not permitted. College employees who seek to raise funds for college programs or activities must secure approval from the Vice President for Institutional Advancement before commencing any fundraising appeal or activity.

### **FACILITIES REQUEST PROCEDURES**

The facilities of Heidelberg College may be approved for use by any organization or individual who is either internal or external to the College. The Office of Student Affairs and Events Management coordinates the non-academic use of campus facilities and the scheduling of all events through the College's Master Calendar.

### **KEY POLICY**

All keys are kept at the Krammes Service Center and issued through that office. Keys are to be used only by the persons to whom they are issued. No employee is to have any College key duplicated for any reason. If it is necessary to have additional keys, please contact the Service Center. If the employee's services to the College are terminated, (s)he should return all keys to the Service Center on or before his/her last day of employment via the exit interview process.

### **LOST AND FOUND**

A lost and found service is offered by Krammes Service Center. Articles may be turned in or claimed during office hours. Items will be kept for one semester before being discarded.

## **OFFICE EQUIPMENT/SECURITY**

If equipment, furniture, or repairs are needed in an office, maintenance request forms (submitted to Krammes Service Center) or purchase orders must be submitted. If office equipment is moved

to or from another office area, proper inventory control forms must be prepared. Contact the Krammes Service Center for more information and forms.

It is important that all employees observe a few simple rules in order to minimize security problems.

- A. Issued keys are not to be duplicated or loaned.
- B. Any doors you unlock should be appropriately re-locked.
- C. Report any missing equipment as promptly as possible to your immediate supervisor.

## **BULLETIN BOARDS**

The following rules apply to all bulletin boards on the Tiffin and Maumee Campuses. Posted materials should identify the sponsoring group or individual. Exceptions must be approved by the Office of Student Organizations and Event Management. This office must also approve postings by groups or individuals not affiliated by groups or individuals with Heidelberg College.

Posted materials that do not advertise a dated event must indicate the date of posting, usually in a corner. The date need not be conspicuous as long as it is legible.

For further information on posting, contact the Office of Student Organizations and Event Management.

## **GIFTS AND GRATUITIES**

College employees should not accept tips or gratuities offered for services rendered in the course of normal employment. Gifts of any real monetary value from individuals or organizations with whom the College does business are discouraged.

## **POLITICAL ACTIVITY**

Heidelberg College recognizes the privilege and obligation of each employee to participate in political activities according to his/her own desires. However, the College does expect its employees to refrain from political activity during working hours.

## **EMPLOYER REFERENCES**

An employee who is terminating work at Heidelberg College may wish to discuss references with his or her immediate supervisor and the Vice President for Administration. By obtaining prior permission to use the supervisor's name for reference, the employee may expedite the reference process for later applications elsewhere.

## **EMPLOYEE SUGGESTIONS**

Employee suggestions for improvement in the effectiveness of the College are welcome. Suggestions are normally channeled through the employee's immediate supervisor, but they may be brought directly to the attention of the Vice President for Administration.

## **EMPLOYEE CHARGES**

For all charges incurred at the College, the employee will receive a monthly statement summarizing all charges incurred at the College (i.e. Bookstore, parking and library fines, etc.). It is expected that these charges will be paid in full. If a payment plan via payroll deduction is preferred, please see the Payroll Officer. If an employee's balance is \$0, (s)he will not receive a statement.

## **OFFICE SERVICES**

Copy Services - Campus duplication is handled by Office Services on the Tiffin Campus. Quick copy service is provided on a time-available basis. The usual turnaround time on duplication orders is 24 hours. Documents sent to the Office Services can be collated, three-holed punched, bound with a comb-binding, or stapled.

Mail Services - Outgoing mail leaves the Tiffin Campus from Office Services daily and is delivered to the Main Post Office in Tiffin. Faculty members and administrative staff are issued mailboxes in the President's Office. Each office/department on campus also has a mailbox. The mailboxes in the President's office may also be used for interoffice mail.

All outgoing mail must be properly marked and wrapped. You are required to fill out a special form for all mail that is to be certified, insured, etc. Departmental cards are available in Office Services to be placed on top of those items requiring postage for identification purposes. Stamps for personal use may be purchased in limited quantities from the Business Office.

Office Services needs to receive at least a week's notice for bulk mailings. Also, employees mailing large quantities of big manila envelopes with the same thing in each one should bring one envelope to Office Services to be weighed. Then the required number of empty envelopes can be run through the meter to avoid the necessity of having to put a tape on each individual envelope.

Maumee Campus - Many of the above services are offered on the Maumee Campus. Please consult the Maumee Campus Office Staff for additional information.

## **ORGANIZATIONS**

HEIDELBERG FELLOWS -The Heidelberg Fellows is made up of members who have agreed to contribute one hundred thirty dollars or more a year to the contributing support of the College. Anyone interested in joining the Fellows should contact the Vice President for Development.

## **PUBLICATIONS and HEIDELBERG RADIO/TV**

HEIDELBERG COLLEGE CATALOG -The Heidelberg College Catalog contains official information about Heidelberg College, including a list and description of each course offered by each Department of the College. In addition, the Heidelberg College Graduate Studies Catalog contains information and course offerings for the Heidelberg Graduate Programs.

NOTA BENE -Nota Bene is a bi-monthly newsletter for which employees and College organizations can submit information for publication.

KILIKILIK -The Kilikilik is a weekly newspaper edited and managed by students during the school year.

THE AURORA -The Aurora, Heidelberg's yearbook that appears in the Spring, is also managed and edited by students.

MORPHEUS -Morpheus, Heidelberg's literary magazine edited by students, publishes stories, essays, poetry, and art work contributed by students and faculty.

NOTE: Some of the above publications are on individual sale or subscription price basis.

WHEI-FM -An important source of communication on campus is radio station WHEI, operating at 88.9 FM.

WHEI-TV -Another source of communication is television station WHEI-TV, operating of Channel 10.