



LAKE ERIE

COLLEGE

Employee Handbook



*Issue Date:
November 2007*

Welcome to Lake Erie College!

It is always a privilege to welcome a new employee to the Lake Erie College community, and we wish you every success here. We believe that each employee contributes directly to the College's growth and success, and we hope you will take pride in being a member of our team. Undoubtedly, you will find challenges and opportunities as you begin your new journey as a Lake Erie College employee.

This handbook is a source of information which describes some of the expectations set forth for our employees and outlines employee policies, programs and benefits. Please become familiar with the information provided. Sometimes new employees have specific questions regarding policies, programs or benefits, so please do not hesitate to ask for clarification or discuss any questions or concerns with your supervisor or the director of human resources.

Congratulations and best wishes for a successful and rewarding future at Lake Erie College.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brian Posler". The signature is fluid and cursive, with the first name "Brian" and last name "Posler" clearly distinguishable.

Brian D. Posler, Ph.D.
President of the College

LAKE ERIE COLLEGE

This Handbook describes policies and practices of the College. The College believes that the policies contained herein provide for fair and equitable treatment of employees with respect to pay, benefits, and other employment practices. Please read this Handbook carefully and keep it for quick reference.

The policies that follow do not cover every situation that might arise. They serve as a standard in keeping with sound business practices and as a guide for personnel actions. If you need an interpretation of a policy or feel the need to deviate from an established policy, please consult your supervisor and/or the Director of Human Resources. In any event, your good judgment and cooperation are appreciated. The Handbook should not be construed as a contract between the College and any or all of its employees.

The policies and information contained in this Handbook may be changed or amended in whole by the College, or in part, at any time, with or without notice.

Original Issue Date: November 2007

First Revision: March 2008

Second Revision: March 2009

EMPLOYEE ACKNOWLEDGEMENT FORM

The *Employee Handbook* describes important information about Lake Erie College, and I understand that I should consult the Director of Human Resources regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated in writing or via email and will replace existing policies. Only the President of the College and Vice President for Administration, in conjunction with the Board of Directors of Lake Erie College, has the ability to adopt any revisions to the policies in this handbook.

As a non-contractual staff employee, I have entered into my employment relationship with Lake Erie College voluntarily and acknowledge there is neither a contract of employment nor a specified length of employment. Accordingly, either Lake Erie College or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment or legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I further acknowledge that by signing this form I authorize Lake Erie College to withhold funds from my paycheck to pay off an outstanding debt or obligation to the college. I understand that where there is a substantial amount owed a separate authorization form will be completed and I will arrange a schedule of repayments with Lake Erie College.

I also understand that Lake Erie College and parties designated by the college, including employees, clients, agencies and periodicals, have the irrevocable right to use an employee and/or staff name, recommendation, comments, written and/or verbal statements and any and all photographs and/or video and audio footage, for any promotional purpose (including advertising, recruitment, display, exhibition or editorial use whatsoever) without compensation to the individual. All negatives and positives, together with any prints, footage and tapes, shall constitute property of Lake Erie College, solely and completely.

EMPLOYEE: _____ DATE: _____

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INSTITUTIONAL OVERVIEW

Founded in 1856, Lake Erie College (sometimes referred to as “College” or “LEC”) is an independent, coeducational institution located twenty-eight miles east of Cleveland, Ohio, offering instruction at the baccalaureate and master’s degree levels. Programs of study are founded in the liberal arts and are offered through the Division of Management Studies, Education, Arts and Sciences (Social Sciences, Fine Arts, Mathematics, Humanities, and Sciences) and Equine Studies. The College seeks to accommodate traditional and nontraditional age students on both a full-time and part-time basis.

The College is located in Painesville, seat of Lake County. The small-town setting and historic homes surrounding the campus provide a traditional academic environment, while the proximity to Cleveland offers the cultural advantages of a major metropolitan area. The campus consists of fourteen buildings of both traditional and contemporary styles. Five miles south of the campus is Morley Farm whose eighty acres are home to the George Magoffin Humphrey Equestrian Center and Victor Manor, residence of the College President and site of a variety of College and community activities.

MISSION STATEMENT

In the context of a long liberal arts tradition, Lake Erie College provides distinctive undergraduate and graduate programs that prepare students to meet career and life challenges as educated and responsible citizens of local, national and international communities. (Approved by the Board of Trustees on April 19, 2007)

Revised: 10/07

PRE-EMPLOYMENT PROCEDURES

001 Pre-Employment Procedures

Lake Erie College maintains the following procedures as part of the policy for authorization, announcement and hiring of a new employee and changes to current positions. Questions regarding this procedure or other aspects of conditions of employment are to be directed to the Director for Human Resources and/or the Vice President for Administration and Finance.

- The supervisor/administrator completes a “Salary/Position Authorization” form, secures written approval from his/her Cabinet member supervisor, and forwards it along with a current job description and proposed help wanted ad to the Director of Human Resources.
- The Director of Human Resources will submit the form to the Vice President for Administration and Finance (sometimes referred to as “VP of Administration”) for verification and approval of the availability of budgetary resources. Only the VP of Administration’s approval is required for continuing staff positions; in addition to the VP of Administration’s approval, the President’s approval is required for all new positions, faculty and vice president positions.
- The VP of Administration and/or President will forward the approved or rejected salary authorization form to the Director of Human Resources.
- The Director of Human Resources will notify the originator of the position’s status:
 - for approved positions, notification will be sent to the originator detailing the approved wage and starting date.
 - for rejected positions, a copy of the rejected form will be sent to the originator.
- For approved positions, the Office of Human Resources will post the position internally and place external ads.
- When an internal search is requested and approved, the position will be posted on the internal job board and emailed to the College Community with a five business day limit. If an internal candidate is not selected to fill the position, it will be posted externally.
- Applications for academic affairs and faculty positions will go to the Office of Academic Affairs for processing; all staff position applications will go to Human Resources for processing.
- A formal search committee is required for full-time faculty, vice-presidential, and director level positions. Searches for all other level positions should show evidence of interviewing by at least three members of the respective department/or division. Promotions within the department do not require a search committee unless otherwise requested by the Vice President of the respective area or President of the College. The College will target a 6 week time-frame to complete all searches.
- During the interviewing process the candidates will need to visit the Office of Human Resources to complete application and background check forms and to discuss salary and benefit information. Salary range discussed will be as indicated on approved salary authorization form. The candidate of choice must successfully pass a criminal background check before an offer of employment is made.

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- The individual in charge of the search will contact the President of the College to arrange a meeting time with the candidate of choice before an offer of employment is made.
- When a candidate has been selected, a written recommendation, along with the candidate's resume/application, will be submitted to the Director of Human Resources. The Vice President of the respective area and/or President will approve the written recommendation and indicate the salary as approved on the salary authorization form.
- Human Resources will create an appointment letter or contract to be approved by the VP of Administration and Finance for staff positions and the President for VP positions. The Office of Academic Affairs will prepare and submit faculty contracts to the President for approval. Supporting detail will include the written recommendation, salary authorization form, the candidate's resume and notice of vacancy.
- Upon the signed approval, the Office of Human Resources will send two original copies of the appointment letter or contract to the candidate, one of which will be signed and returned to the Human Resources Office; faculty contracts will be forwarded from and returned to the Office of Academic Affairs.
- Once the candidate has accepted the position, Human Resources will conduct an orientation reviewing College policy, payroll, and employee benefits information. Individual department orientation and training will be conducted by the supervisor/administrator.
- Revisions to existing positions, i.e. requests to change positions from part-time to full-time and/or increase in salary or to create a stipend, should be outlined in memo form by the immediate supervisor; attached to a salary authorization request; and forwarded to Human Resources. Human Resources will then forward the request to the Vice President for Administration and Finance for authorization. If the position is a faculty and/or Vice President position, the Vice President for Administration and Finance will forward to the President for final authorization. Human Resources will notify in writing the originator regarding approval or denial of the proposed change.

Under ARTICLE IV; SECTION 3, ITEM (e) Lake Erie College, Code of Regulations, on July 27, 2006, the President of the College delegated all responsibilities normally associate with those of Appointing Authority, with the exception faculty and cabinet level positions, to the Vice President of Administration and Finance.

The College, at all times, desires to fill vacancies with the best qualified persons available. When an approved vacancy is to be filled, hiring supervisors/administrators will first make certain the vacancy cannot be filled satisfactorily by promoting someone already a member of the College community before looking elsewhere.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

002 Employment Applications

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

Adopted: 7/1/89
Revised: 8/4/92

002.1 Pre-Employment Reference Checks

To ensure that individuals who join Lake Erie College are well qualified and have a strong potential to be productive and successful, it is the policy of College to perform criminal background checks and verify the employment and educational references of all applicants. Before an offer of employment is made, the candidate of choice is required to successfully pass a criminal background check.

Adopted: 8/4/92
Revised: 05/98
Revised: 10/07

POLICIES AND PROCEDURES

100 Customer Service

Students are among the College's most valuable assets. Every employee represents Lake Erie College to students and the public. The way we do our jobs presents an image of our entire organization. Students judge the College by how they are treated with each employee contact. Therefore, one of the first business priorities is to assist any student or potential student. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention given to students.

Personal contact with the public, manners on the telephone, and the communications sent to the College's multiple constituents are a reflection not only of each employee, but also of the professionalism of Lake Erie College. Positive customer service enhances student's and the public's image of the College. Students who wish to lodge specific comments or complaints should be directed to the office of the Dean of Students for assistance.

Adopted: 10/07

101 Nature Of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Lake Erie College.

However, this handbook is not intended to be and is not to be interpreted as a contract of employment. Employees who read these policies should understand that there are no promises of employment or continued employment, express or implied, intended by these policies. Furthermore, Lake Erie College is an "at will" employer. It is the policy of the College that the employment and compensation of any employee can be terminated, with or without cause and with or without notice, at any time, at the option of the employee or at the option of Lake Erie College.

In order to retain necessary flexibility in the administration of policies and procedures, Lake Erie College reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the President or Vice President for Administration, in conjunction with the Board of Trustees of Lake Erie College.

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

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Lake Erie College amply demonstrates its commitment to employees by responding effectively to employee concerns.

Adopted: 8/4/92
Revised: 05/98
Revised: 10/07

102 Equal Employment Opportunity

Equal opportunity shall be provided to all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of race, color, religion, sex, sexual preference, origin, age, veteran's status or disability. The College will adhere to the federal requirements of the Rehabilitation Act of 1973 with all its amendments, and the American with Disabilities Act and other applicable state and federal laws. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, transfer, demotion and termination.

Lake Erie College will make reasonable accommodations for qualified individuals with known disabilities in harmony with state and federal law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Revised: 11/97
Revised: 10/07

103 Business Ethics and Conduct

At the College we value:

Integrity and Accountability by:

- Practicing responsible and ethical behavior
- Engaging in honest and open communication
- Assuming responsibility for our actions

Excellence and Service by:

- Expecting the highest quality in teaching, learning, and scholarship
- Seeking out opportunities to give back to our many communities

Diversity and Respect by:

- Fostering an environment that attracts, nurtures, and supports diversity
- Being sensitive to differences in ideas and beliefs
- Treating all individuals with dignity
- Showing empathy

Collaboration and Teamwork by:

- Engaging in cooperative efforts through partnerships, interactions, and relationships to achieve our common goals

Innovation and Creativity by:

- Welcoming intellectual curiosity
- Encouraging the enthusiastic pursuit of new ideas

Adopted: 10/07

104 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to position, gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising a relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The College also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the employee involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Adopted: 3/07

105 Non-Fraternization Policy

The faculty and staff of Lake Erie College assist the College in meeting its mission of providing a quality higher educational environment for its students that supports the goals of the College. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at the College.

If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Because of the commitment to maintaining an environment that supports our educational goals and in order to promote the efficient and fair operation of the College, and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, the College prohibits romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstances. The President and Vice President for Administration and Finance, in consultation with the Cabinet and Director of Human Resources, is the administrative officer who determines whether an exceptional circumstance applies.

Adopted: 3/07

106 Immigration Law Compliance

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

The Immigration Reform and Control Act of 1986 requires all employers to verify the employment authorization and identity of all employees hired after November 6, 1986. Employment

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authorization and identity must be verified, and an INS Form I-9 completed, within three days of the time that an individual accepts an offer of employment, or within three days of the time that employment actually commences. If proper identification is not presented within three days, employment will be terminated.

Former employees who are rehired must also complete the form if they have not completed an I-9 with Lake Erie College within the past six months, or if their previous I-9 is no longer retained or valid.

The Office of Human Resources will request completion of your I-9 during your new hire orientation. Employees are encouraged to make inquiries on immigration law issues during this session. Although employees may raise questions or complaints about immigration law compliance without fear of reprisal, compliance with immigration law is required for employment.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

107 **Conflicts of Interest**

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

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Vice President for Administration and Finance as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the College. Employees are prohibited from engaging in such activities.

Adopted: 10/07

108 Outside Employment

Employees may hold outside jobs as long as employees meet the performance standards of their job with the College. All employees will be judged by the same performance standards and will be subject to the College's scheduling requirements, regardless of any existing outside work requirements.

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

From time to time the College finds it beneficial to utilize the expertise of staff members to teach within the academic program. However, this additional responsibility for teaching is considered employment outside the primary scope of work for which the employee was hired. Therefore, all teaching responsibilities are to be handled outside the employee's normal work schedule and will be compensated according to policies set forth for adjunct faculty. If the teaching responsibility must occur within the normal work schedule (and as approved by the employee's immediate supervisor and Vice President for the employee's department), the employee will not be compensated above and beyond his/her contractual salary.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or corporations outside the College for materials produced or services rendered while performing duties associated with their employment at the College.

Adopted: 10/07
Revised: 04/08

109 Re-Employment

Former employees who voluntarily resigned or were laid off are, generally, eligible for re-hire. If an individual is re-hired after a break in service of one year or less, previous service with the College will be included when determining non-insurance and retirement related benefit eligibility and the original hire date will be adjusted to reflect the length of absence. This new anniversary date will be used to calculate benefit eligibility.

An individual re-hired after a break in service of more than one year will be considered a new employee of the College and past service will not apply in calculating eligibility for most benefits.

Re-hired employees whose break in service exceeded ninety (90) days will be reviewed after 120 days of re-employment.

Adopted: 10/07

110 Disability Accommodation

The College is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The College will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Adopted: 10/07

111 Job Posting and Employee Referrals

The College provides employees an opportunity to indicate their interest in open positions and advancement within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the College reserves its discretionary right to not post a particular opening.

Job openings will be posted on the internal job board located in Kilcawley Hall, the LEC Website and external resources as requested. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least six months in their current position. Employees who have a written warning on file, within the past 6 months, or are on probation or suspension are not eligible to apply for posted jobs. Eligible

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employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should follow the application process as indicated on the posting and will forward their application materials to the Director of Human Resources. Employees should update their resume/vitae and letter of interest by listing job-related skills and accomplishments. Their updated resume/vitae and letter of interest should also describe how their current experience with the College and prior work experience and/or education qualifies them for the position. The College recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization. The College also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, sharing their knowledge of the organization, or making commitments or oral promises of employment. An employee should submit the referral's resume and/or completed application form to the Director for Human Resources for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

Adopted: 06/07

112 Employment Categories

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

Each employee is designated as either **NONEXEMPT** or **EXEMPT** under federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by the Vice President for Administration and Finance.

The following **EXEMPT** categories are as stated in the Fair Pay Fact Sheet #17A under the Fair Labor Standards Act:

EXEMPT:

Executive: (1) The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise; (2) must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; regularly direct the work of at least two full-time employees; and (3) must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

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- As applied to Lake Erie College, the President and Cabinet Members are Executive personnel

Administrative: (1) The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and (2) The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

As applied to Lake Erie College, Administrative personnel are categorized under two (2) subdivisions: (1) Department Heads, and (2) Assistants to Department Heads. Examples of Department Heads are Directors, Managers, and College Controller. Examples of Assistants to Department Heads are Assistant Directors, Admissions Counselors, and the Bursar

Learned Professional: (1) The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment; (2) The advanced knowledge must be in a field of science or learning; and (3) The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

- As applied to Lake Erie College, examples of Learned Professional personnel are Associate Deans, Faculty members, and Librarians

Creative Professional: The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

- As applied to Lake Erie College, examples of Creative Professional are Fine Arts Faculty

Computer Employee Exemption: The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the following primary duties: (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; (3) The design, documentation, testing, creation or modification of computer programs related to machine operation systems; or (4) A combination of the aforementioned duties, the performance of which requires the same level of skills.

- As applied to Lake Erie College, examples of the Computer Employee Exemption are the Director of Information Technology, Data Base Administrator, and Webmaster

NON-EXEMPT:

NONEXEMPT personnel are all other employees who do not meet the above mentioned criteria and are entitled to receive overtime compensation under federal and state wage and hour laws:

- As applied to Lake Erie College, examples of Nonexempt employees are Office Coordinators, Administrative Assistants, Payroll and Accounting Clerks, supervisory personnel who also do repetitive and/or manual tasks, Maintenance Technicians, and Stable Assistants

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

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REGULAR FULL-TIME employees are those who are not in a temporary status and are regularly scheduled to work LEC's full-time schedule (40 hours a week). Generally, they are eligible for LEC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are scheduled to work fewer than 20 hours per week or who do not work at least 1,040 hours during a 12 consecutive month period. While they do receive all legally mandated benefits (such as social security and worker's compensation), they are ineligible for LEC's other benefit programs.

REGULAR PART-TIME employees are those who work an average of 20 hours or more a week, but fewer than 40 hours a week, for 12 consecutive months (1,040 or more hours a year). While regular part-time employees do receive all legally mandated benefits (such as social security and unemployment compensation), they are ineligible for LEC's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the College is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Eligibility for benefit programs will be determined on an individual basis.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all other benefit programs offered by the College, unless they hold a visiting instructor/assistant professor appointment that extends nine consecutive months or more.

At times, a Lake Erie College employee may hold more than one position, which causes the employee to be in two different classifications/categories. When this occurs, the employee will fall under the major classification/category which he or she was hired. For example, if a full-time, exempt employee also teaches a class on a part-time basis, he/she will be classified as a full-time, exempt employee and will fall under the personnel policies that apply to full-time exempt employees.

Revised 3/1/85
Revised 7/1/89
Revised 8/4/92
Revised 05/98
Revised 10/07

113 Access To Personnel Files

LEC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Lake Erie College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the College who have a legitimate reason to review information in a file are allowed to do so in the presence of the Director of Human Resources.

Employees who wish to review their own file should contact the Director of Human Resources. With reasonable advance notice, employees may review their own files in the Human Resource Office and in the presence of the Director of Human Resources.

Adopted: 05/98
Revised: 10/07

114 Reference Check Inquiries

The Director of Human Resources will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Revised: 7/1/89
Revised: 8/4/92
Revised: 05/98

115 Personnel Data Changes

It is the responsibility of each employee to promptly notify the College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and similar data should be accurate and current at all times. If any personnel data has changed, employees should complete the Employee Fact Change form, which is available upon request, and forward it to the Office of Human Resources.

Adopted: 8/4/92
Revised: 05/98
Revised: 03/07

116 Probation and Qualifying Periods

All new non-faculty employees must serve a probation period of 90 calendar days. It is designed to give the College opportunity to determine whether an employee is suitable and qualified for the work for which the employee was hired. The decision as to the employee's suitability and qualifications is the sole responsibility of the College.

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the

length of the absence. If the College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. The employee may not remain in a probationary status for more than six (6) months. An employee may complete the probationary period or be terminated at any time after the initial 90 days upon the recommendation of the supervisor and department or administrative head. The supervisor may determine successful completion of the probationary period at any time during the extension. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Prior to becoming regular employees, they may also be eligible for other Lake Erie College-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Transfers and promotions during a probationary period will be subject to administrative determination by the Vice President for Administration and Finance or his designee. In the event of such transfers, employees who are promoted or transferred to another position prior to the completion of the 90-day probationary period will continue to be on probation until a total of 90 days of service to the College has been completed.

Adopted: 10/07

117 Performance Evaluation and Advancement

Performance Evaluation: Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis with their supervisor. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, (90 days), known as the introductory period. Additional formal performance evaluations are conducted yearly to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Specific conditions may warrant more frequent appraisals. The employee and the supervisor must sign the performance appraisal. It will then be forwarded to the Vice President for Administration and Finance and the Director for Human Resources for final disposition.

In an effort to recognize truly superior employee performance, merit-based pay adjustments, based on performance, are awarded by the College. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and budgetary constraints.

Advancement: The College recognizes the importance and benefit of providing advancement. All vacant positions will be posted on the College's website and job board. Employees with applicable job skills may apply.

Adopted: 7/1/89
Revised: 05/98
Revised: 10/07

118 **Orientation**

All new employees are to arrange a time with Human Resources to attend a new-hire orientation session prior to or within the first 24 hours of their date of hire. Their job description, salary and benefits, and major personnel policies of the College are covered.

The employee will also attend an orientation session with their immediate supervisor concerning their responsibilities, the history, facilities and major policies of the College that affect their direct responsibilities. The sessions are to be arranged as soon as possible by the employee's supervisor.

Adopted: 10/07

119 **Attendance**

Dependable and prompt attendance is essential for each position at the College. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness must be kept to a minimum. This policy contains minimum criteria. Departments may establish specific departmental rules with the approval of the Vice President for Administration and Finance.

Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments, scheduled surgery and similar appointments during working hours, must also be approved by the supervisor.

Unscheduled Absences: Unplanned absences can be detrimental to department efficiency. In the case of a sudden illness or other unexpected circumstances, an employee should notify his/her supervisor immediately. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return.

Tardiness: An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 30 minutes or more, an employee should call the supervisor immediately. Non-exempt employees who are late will have a pay reduction unless arrangements are made with the supervisor to make up lost time, within the same week, as a result of the tardiness.

Discipline: Employees who are frequently absent or tardy or who fail to follow approved guidelines for notification are subject to disciplinary procedures up to and including termination.

Reporting Absences: All absences from work must be reported on the employee's time sheet (hourly) or Monthly Report (salaried). This includes all vacation, sick leave, whether excused or unexcused, paid or unpaid. Absence due to military leave, jury duty, funeral leave and extended leave of absence must also be reported on the employee's time record.

Adopted: 08/92
Revised: 10/07

120 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the College presents to students and visitors.

During business hours or when representing the College, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom according to the requirements of the position and accepted social standards. This is particularly true if the job involves dealing with students or visitors in person.

Supervisors or department heads are responsible for establishing a reasonable dress code appropriate to the job. If the supervisor feels an employee's personal appearance is inappropriate, he/she may be asked to leave the workplace until properly dressed or groomed. Under such circumstance, employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards
- Tank tops, tube or halter-tops, or shorts may not be worn under any circumstances
- Mustaches and beards must be clean, well trimmed, and neat
- Hairstyles are expected to be in good taste
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance
- Offensive body odor and poor personal hygiene is not professionally acceptable
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours

Adopted: 08/92
Revised: 10/07

121 Work Schedules, Rest and Meal Periods

The standard workweek begins at 12:01 a.m. Sunday and runs continuously until 12:00 midnight Saturday. Unless otherwise specified for a department, the normal work hours will be 8:30 a.m. to 4:30 p.m., Monday through Friday. An employee is entitled to a one (1) hour lunch break. Supervisors will advise employees of any exceptions that pertain to their individual departments. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Each workday, all full-time employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted break time.

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All full-time employees are provided with a meal period of 60 minutes each workday. Because supervisors will schedule meal periods to accommodate operating requirements, there may be exceptions in certain departments, i.e. the Equestrian Center, Physical Plant, and Safety and Security. Meal periods for full-time employees will be counted and paid as time worked. In the event an employee is asked to take a 30-minute meal period, he will be compensated for an additional 30 minutes. Employees will be relieved of all active responsibilities and restrictions during meal periods.

Part-time employees will receive a paid meal period of 60 minutes providing their regularly scheduled hours are a total of 8 for the day.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 10/07

122 Timekeeping

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

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

Time cards should be completed and turned in to the Payroll Department by 10:00 a.m. each Monday for the preceding week.

Exempt employees should accurately record any time taken away from the job including time for conferences, seminars or personal leave. Time taken is recorded on the "Monthly Report" and submitted to the Human Resource Department on the last working day of every month.

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

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

123 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. **ALL overtime work must receive the supervisor's prior authorization.**

Overtime compensation is paid to all nonexempt employees in accordance with federal and state laws at the following rate(s): **one and one-half times straight-time rate for all hours actually worked over forty (40) in a work week.**

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

Adopted: 7/1/89
Revised: 08/4/92
Revised: 05/98
Revised: 10/07

124 Paydays

Non-exempt employees are paid biweekly on every other Friday. Exempt employees are paid monthly on the last working day of the month. Each paycheck for non-exempt employees will include earnings for all work performed through the end of the previous payroll period.

Employees may request the option to have their pay directly deposited into their bank accounts. This process requires completion of the "Paydata Form," which is included with new hire packets and available through the Office of Human Resources. Employees requesting this service will receive an itemized statement (pay voucher) of wages and voluntary deductions.

Paychecks or pay vouchers are available at the Cashier's window (First Floor of College Hall) and should be picked up during normal working hours. Your signature, or that of authorized personnel is required. **College employees have the option to authorize another person to pick up their paycheck and may request this on their "Paydata Form."**

In the event that a regularly scheduled payday falls on a day off (e.g., a weekend or holiday), employees will receive payment on the last working day of the month.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

125 Administrative Pay Corrections

Lake Erie College takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Coordinator so that corrections will be made as quickly as possible.

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

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

Adopted: 8/4/92
Revised: 10/07

126 Pay Advances

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

If a regular payday falls during an employee's vacation, the employee may receive his/her earned wages before departing for vacation if a written request is submitted at least two weeks prior to departing for vacation.

Adopted: 8/4/92
Revised: 5/98

127 Severance Pay

LEC does not grant severance pay to employees whose employment is terminated. However, Lake Erie College reserves the right to make exceptions to this policy at its sole and absolute discretion.

Adopted: 8/4/92
Revised: 5/98

128 Pay Deductions and Setoffs

Lake Erie College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Lake Erie College, usually to help pay off a debt or obligation to the College or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Payroll Coordinator will assist in answering your questions.

Adopted: 8/4/92

129 Employment Termination

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

RESIGNATION

- employment termination initiated by an employee who chooses to leave the College voluntarily.

DISCHARGE

- employment termination initiated by the College.

LAYOFF

- involuntary employment termination initiated by the College for non-disciplinary reasons.

MEDICAL TERMINATION

- employment termination initiated by the employee or by the College when an employee is unable, for health reasons, to continue to work.

RETIREMENT

- voluntary retirement from active employment status initiated by the employee.

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

Since employment with the College is based on mutual consent, both the employee and the College have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be

continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Adopted: 3/1/85
Revised: 8/4/92
Revised: 10/07

130 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with LEC. Although advance notice is not required, Lake Erie College requests at least two (2) weeks written notice of resignation from nonexempt employees and three to four (3-4) weeks notice from exempt employees.

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

Adopted: 8/4/92

131 Discharge/Separation Procedures

Discharge is an act initiated by the College to terminate an employee from employment. These procedures will be followed whether the separation is voluntary or the result of disciplinary action.

Supervisor/Administrator

- Will obtain a written explanation from the employee for voluntary resignation; the resignation letter will be forwarded to the Director of Human Resources
- For involuntary discharge, all appropriate documentation of disciplinary proceedings will be sent to the Vice President for Administration and Finance
- After review of this data, the Vice President for Administration and Finance will forward this information to the Human Resources Department to be retained in the employee's personnel file
- Will secure office keys, parking pass, calling card, credit card, copy card, ID card, or any other College property and forward a written report of the items collected to Human Resources
- Will announce the employee's departure or ask the Director of Human Resources to do so

Director of Human Resources:

- Will review and place all documentation in the employee's personnel file
- Will notify the Payroll Coordinator of the final payment arrangements
- Will schedule an exit interview to:
 - make arrangements to settle any debt with the College
 - advise the employee of continuation of applicable College benefits
- Will forward notification of Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) benefits via certified mail

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- Will announce the employee's departure only at the request of the respective area Cabinet Member Supervisor

Adopted: 7/1/89
Revised: 8/4/92
Revised: 9/1/96
Revised: 10/07

132 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Lake Erie College property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Lake Erie College may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The College may also take action deemed appropriate to recover or protect its property.

Adopted: 8/4/92
Revised: 10/07

133 Smoking

To comply with Chapter 3794 of the revised code regarding Ohio's smoking regulations and In keeping with Lake Erie College's intent to provide a safe and healthful work environment, smoking in the work place is prohibited in College-owned buildings, building entrances, and College-owned vehicles and will be permitted only in specific, designated outside locations. A limited number of "Designated Smoking Areas" have been strategically located on campus and are located in the following general areas:

- Bench area Garfield Center and Ritchie Gym
- Gravel area with benches between Mathews House and Garfield Center
- Paved area with benches behind Garfield Center
- College Hall – Picnic Table Areas
- Morley Hall – Behind Morley by telephone pole near upper Holden parking lot
- Austin Science – Bench area under trees
- Path to College Hall – Bench area between Holden Center and College Hall
- Lincoln Library – Bench area
- Residence Halls – Pavilion behind Holden Center and Rock area centrally located between dorms
- Service Department – Parking lot
- Equestrian Center – Parking lot
- Equestrian Center – Between Reinburger Barn and the Learning Center
- Equestrian Center – South side of the Learning Center

To remain compliant with State and Federal legislation and/or at the discretion of Lake Erie College, the above mentioned areas are subject to change. Revised "Designated Smoking Areas" will be announced accordingly.

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Adopted: 8/4/92
Revised: 10/07
Revised: 03/08
Revised: 03/09

134 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or natural disasters, can disrupt college operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When classes are canceled due to emergency conditions, College offices will also be closed and employees are not expected to report to work unless otherwise directed by the President, the Dean of the College, or Vice President for Administration and Finance. Employees will be paid regular pay for the day.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 10/07

135 Use of College Owned Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor and Director of Physical Plant if any equipment or vehicle appears to be damaged, defective, or needs repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your immediate supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment and vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe operation of equipment and vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Adopted: 8/4/92
Revised: 05/98
Revised: 10/07

136 Business Travel Expenses

Lake Erie College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. **All business travel must be approved in advance by the immediate supervisor and cabinet member supervisor.**

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Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the College. Employees are expected to limit expenses to reasonable amounts.

Expenses that are usually reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare
- Car rental fees, only for compact or mid-sized cars
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage costs for use of personal cars, only when less expensive transportation is not available. Mileage will be reimbursed at the current rate published by the IRS.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- Cost of meals, no more lavish than would be eaten at the employee's own expense
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare
- Charges for telephone calls, fax, and similar services required for business purposes
- Charges for one personal telephone call each day

Any employee who is involved in an accident while traveling on business must promptly report the incident to the immediate supervisor. Vehicles owned, leased, or rented by Lake Erie College may not be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Employees may also be permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees are required to submit completed travel expense reports within seven days. Receipts for all individual expenses must accompany reports.

Employees are required to contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this Business Travel Expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Adopted: 8/4/92
Revised: 5/98

137 Injuries on the Job

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the employee's supervisor and an Incident Report must be

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filed with the Director of Human Resources within 24 hours. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

The supervisor and/or co-worker are required to notify the Human Resources Department. If the Director of Human Resources determines that immediate medical attention is required, the employee will be sent or taken to a doctor for treatment. After treatment, the employee must give the doctor's report to the Director of Human Resources who will notify the employee's supervisor so that the College will learn the extent of injury and the employee's ability to perform their job. In the event of an obvious life-threatening injury, the supervisor and/or co-worker should contact 911. A call should also be placed to the Director of Human Resources and/or the Vice President for Administration and Finance.

If an employee is temporarily disabled and cannot work, they will be provided with all benefits to which they are entitled under workers compensation laws. The incident and doctor's reports must be forwarded to the Office of Human Resources for processing.

Adopted: 10/07

138 Workplace Violence Prevention

Lake Erie College is committed to preventing workplace violence and to maintaining a safe work environment and therefore will not tolerate any violence or threats of violence in the workplace. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of LEC without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of administration. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Lake Erie College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Lake Erie College may suspend employees, either with or without pay, pending investigation.

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Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Lake Erie College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director of Human Resources before the situation escalates into potential violence. The College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Adopted: 3/07

139 Crime Reporting

All of the following incidents occurring on campus, or under the jurisdiction of the College, must be reported according to the procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular); and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the Campus Security Office in the Holden Center which functions as the primary responder and referral source for all types of incidents.
2. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Campus Safety Office, who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the Academic Dean and a copy sent to the Vice President for Administration and Finance and 3) internal disciplinary action taken and/or referral made to the outside agency for action.
3. Emergency situations that require immediate action will activate the Emergency Response Plan. 911 should be called for emergencies of a health-threatening nature.

This plan is designed to provide guidelines for responding to a variety of incidents and emergencies. Emergencies will require varying levels of response. Each incident will be evaluated on a case-by-case basis. Level 2 Major Emergencies and Level 3 Disasters will require notification of the Emergency Response Team. The college president or his designee(s) serve as the overall Emergency Director during any major emergency or disaster. **More detail can be found in the Lake Erie College Emergency Response Plan available in the Campus Security Office.**

Level 1 Minor Emergency – A campus emergency with limited impact that does not affect the overall operation and function of the college. These emergency situations that can be handled with internal resources. Examples include a flood in a residence hall, a minor hazardous material incident, small fire, or temporary limited power outage. A minor emergency will not normally entail notification of the Emergency Response Team except through routine communications

Level 2 Major Emergency – Emergency situations in which we need to call in limited outside resources. A local emergency that has disrupted or potentially may disrupt significant operation of the college or adversely impact a major population of the community. Examples include events at the Perry Nuclear Power Plant, serious crimes on campus, major fires, death(s), or partial infrastructure failure.

Level 3 Disaster – A community-wide emergency that potentially disrupts the operations of the college and involves major damage or systems failure. Disasters impact not only the college, but possibly the surrounding community and beyond. These are emergency or disaster situations in which the assistance of public and private sector resources such as Local Police, Fire, EMA, the FBI, FEMA, or the Red Cross is needed. Examples include tornadoes, widespread extended power outage, severe natural disasters, or serious acts of terrorism.

Types of Emergencies

Lake Erie College is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need for level 2 or level 3 responses.

Fire	Civil disturbances
Natural disaster	Medical/psychological
Chemical or radiation spill	Avian Flu
Violent or criminal behavior	Public relations issues
Utility failure	Transportation accident
Bomb	Threatening behavior

Activating the Emergency Response Plan

Initial Notification

1. Any campus community member who witnesses or receives information regarding an emergency is instructed to contact campus security at (440) 375.7575.
2. If the incident involves a Level 1 Minor Emergency, campus security or the appropriate department will take steps to remedy the situation.
3. If the incident involves a Level 2 Major Emergency or Level 3 Disaster, campus security will contact appropriate members of the Emergency Response Team to activate the Emergency Response Plan.

Declaring an Emergency

1. The college president and/or members of the Emergency Response Team will discuss the incident and determine the level of emergency and whether to activate the Emergency Operations Center. The decision to declare an emergency will rest with the president or his/her designee.

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2. Emergency Response Team members and their responsibilities during an emergency are outlined under "Preparing the Emergency Operations Center".
3. Any other appropriate members of the community deemed necessary will be contacted to respond.

Notification

1. The Office of Public Relations will provide initial and ongoing notification throughout campus emergencies.
2. The Lake Erie College Web site, the campus email system, the campus phone system, a contracted alert system, word-of-mouth, and the local broadcast media will be utilized to notify Lake Erie College community members and others of the emergency

Training

1. Training to effectively activate the Emergency Response Plan will take place a minimum of once each year.
2. Training will include information on blood borne pathogens, CPR, defibrillator usage, emergency exits, fire extinguishers, first aid, floor plans, building mechanicals, etc.

Reporting Emergencies

Campus security and/ or Maintenance staff is available 24/7/365. Emergencies can be reported to the office in any of the following ways:

- 440.375.7575 Campus Security
- Campus security is housed in the Holden Center.
- Maintenance/ Service office hours are 7 a.m. – 4 p.m. Monday – Friday. Maintenance/ Service personnel can be contacted at 440.375.7550 or 440.375.7552.

Cell phones: Cellular 911 phone calls are answered by the Lake County Emergency Dispatch and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you see, heard, or found.
- Exact location of incident.
- The phone number of the phone you are using.
- Details of situation.
- Your name and address.
- Stay on the line until you are told to hang up.

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Important: Remain calm and keep others calm

Lake Erie College Emergency Contact Numbers

Police/Fire/Rescue	911
Campus Security	440.375.7575

Adopted: 10/07

140 Parking

Employee parking is provided in designated areas on campus. The College is not responsible for theft, vandalism or damage to employee's vehicle(s) while on College property. Vehicles must display the appropriate College parking sticker.

Adopted: 10/07

141 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment for employees, the College promotes conduct that will protect the interests and safety of all employees and the organization. It is acknowledged that for the majority of employees the following examples of inappropriate behavior are outside the bounds of their work ethics.

The following are provided as examples of the types of infractions of rules of conduct that are detrimental to a positive working environment and may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property; embezzlement; dishonesty
- Falsification of any LEC records/documents, including timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer, employee or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information

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- Violation of personnel policies
- Unsatisfactory performance or conduct
- Failure to carry out management directions to perform work assignments or failure to carry out other directions of management related to your job.
- Violation of Acceptable Use Policy as relates to College computers.

Violations of Lake Erie College rules, regulations or policies and failure to maintain satisfactory job performance may result in corrective action, including possible discharge. The nature and seriousness of the offense or offenses, and/or the frequency of their commission, will dictate the appropriate step(s) to be taken. For example, a minor policy violation will generally result in verbal counseling on its first occurrence, while theft or a major policy violation will generally result in immediate discharge.

Various corrective counseling may be taken, depending upon the circumstances of each case and at the sole discretion of the College, in accordance with the Progressive Discipline Policy of the college.

Moreover, this policy is not intended and should not be relied upon by the employee to alter the at-will employment relationship that each employee has with the College. Employment with the College is at the mutual consent of the College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. The above list of College rules should be considered representative rather than all-inclusive of the offenses for which disciplinary action may be taken. Disciplinary action, including discharge, may and will be taken by the College on account of conduct which is not specifically covered by this list, if such conduct is harmful either to the rights of other employees and/or students or to the safety or operation of the College.

Revised 05/98
Revised 10/07

142 **Progressive Discipline**

The purpose of this policy is to state the College's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The College's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future

Although employment with the College is based on mutual consent and both the employee and the College have the right to terminate employment at will, with or without cause or advance notice, the College may use progressive discipline at its discretion.

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Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will generally be followed:

Verbal Warning - supervisor and employee will discuss the behavior or performance issue, solutions and timeframes. A brief written summary of the session is placed in the employee's personnel file.

1. **Written Warning** - supervisor will counsel the employee on the problem and together they will discuss plans and timeframes for improvement as well as a clear definition of expected outcomes. A written description of the counseling session will be made a part of the employee's personnel file.
2. **Suspension** - Temporary absence from work, generally without pay.
3. **Discharge** - Employee is terminated.

The College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, most employee problems can be corrected at an early stage, benefiting both the employee and the College.

Adopted: 10/07

143 Problem Resolution

The College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the College administration.

The College strives to ensure fair and honest treatment of all employees. All employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the College in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Any employee who needs to discuss a problem concerning the College, its employees, management policies or procedures, should first approach his/her supervisor. It is expected that the supervisor will be able to handle a majority of issues without referring to higher levels of administration.

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2. Should the supervisor be unable to address the problem, or the employee is not satisfied with the response, the employee may discuss the issue with the Director of Human Resources.

Should an employee wish to file a formal grievance regarding his/her condition of employment, he/she should:

Step 1: Advise his/her supervisor (or the Director of Human Resources if the issue is related to the employee's supervisor or if it is an affirmative action issue) briefly in writing of the problem within ten (10) working days of the incident. The supervisor or Director of Human Resources shall respond in writing to the complaint.

At this point, every effort should be made by all parties to resolve work conflicts. In the event a compromise/solution cannot be agreed upon, the grievance will move forward in the following manner:

Step 2: The employee will put the complaint in writing again stating the full facts and providing evidence of the grievance. A meeting will then take place between the employee, supervisor, and the next in the "chain of command" in order to resolve the conflict.

Step 3: If the grievance is not resolved at this level, all relevant information should be submitted to the respective area Cabinet Member for action.

If the grievance is still not resolved, the final step will be:

Step 4: All relevant information will be submitted to the President and a meeting held. The President's written response concludes Lake Erie College's provisions for addressing the allegation.

- **At any time during this process, the employee and/or supervisory personnel may request the presence of the Director of Human Resources.**

The purpose of this procedure is to promote an equitable, orderly resolution of problems arising out of employment with the College. It is necessary that each step be followed to assure the employee of the proper consideration of his/her grievance.

In a situation where the employee feels discriminated against, he/she should file a complaint with the Director of Human Resources.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to final and binding arbitration. The arbitration proceeding will be conducted under the Employment Dispute Resolution Rules of the American Arbitration Association. The decision or award of the Arbitrator made under these rules is exclusive, final, and binding on both parties, their beneficiaries, executors, administrators, successors, and assigns.

Employees who choose to use the arbitration process to resolve a problem will be expected to share the cost of the arbitration proceeding with the College. A complete description of the arbitration procedure is available from the Director of Human Resources for review.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

As with all employee relations, any decisions will be based upon a desire to treat employees fairly and equitably.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

144 Sexual and Other Unlawful Harassment

Lake Erie College believes in the principle and practice of equal employment opportunity and equal educational opportunity. The College does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in its hiring, supervision, evaluation, placement, training, and promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline, and termination are also administered in a non-discriminatory manner.

The College ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of every employee and student.

With regard to employees and individuals applying for employment with the College, the College provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for employment; (2) perform the essential functions of their jobs; and (3) enjoy the other terms, conditions, and privileges of employment with the College.

I. Policy of Non-Discrimination

It is the policy of the College not to discriminate against any employee, student or third party on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status protected by the law.

II. Definition of Unwelcome Harassment

As part of its policy of non-discrimination, the College prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all College extracurricular activities, and all College-sponsored events, including events held off campus. "Unwelcome harassment" is verbal or physical conduct by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person's race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

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- (A) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- (B) with regard to employees, has the purpose or effect of unreasonably interfering with an individual's work;
- (C) with regard to students, has the purpose or effect of unreasonably interfering with an individual's ability to participate in or benefit from an educational program or activity; or
- (D) otherwise adversely affects an individual's work or learning opportunities.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with regard to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

III. Policy Prohibiting Sexual Harassment

As part of the above-stated non-discrimination/anti-harassment policy, no employee, student, or any other individual may sexually harass any other individual on College property, or in connection with any activity associated with or sponsored by the College. Employees and students of the College have the responsibility of ensuring that no employee, student, or third party is subjected to harassment or discrimination by employees, students, or third parties. When harassment occurs, the College will initiate appropriate corrective action, up to and including removal of the offending party from the College.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments; requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

With Regard to Students,

- (1) submission to such conduct is made either explicitly or implicitly a condition of obtaining an education, a grade, or completion of an academic or clinical requirement;
- (2) submission to or rejection of such conduct is used as a basis for academic-related decisions such as grading and other performance evaluation, discipline, assignments, or any other condition of studies or academic or career development; or
- (3) such conduct otherwise unreasonably interferes with student performance or creates an intimidating, abusive, and offensive environment, even if it leads to no adverse consequences.

With Regard to Employees,

- (1) submission to such conduct is made either explicitly or implicitly a condition of employment;
- (2) submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development; or

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- (3) such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive, and offensive working environment, even if it leads to no adverse job consequences.

Reporting Discrimination and Harassment and Prohibition Against Retaliation

Any student who has a question, concern or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or Associate Dean/Director/Chair of the degree program or his/her designee, or the Dean of Students.

Any employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Director of Human Resources or VP of Administration. Any student or employee of Lake Erie College that witnesses or receives a report of prohibited discrimination/harassment from another employee, student, or third party is encouraged to report the matter to the Dean or Associate Dean/Director/Chair of the degree program or his/her designee, or the Dean of Students (if the alleged incident involves a student), and/or the Director of Human Resources or VP of Administration (if the alleged incident involves an employee or third party).

Policy Prohibiting Retaliation

The College prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of the College that result from the individual's making a discrimination/harassment complaint or cooperating in an investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the Dean or Associate Dean/Director/Chair of the degree program or his/her designee, or the Dean of Students or the Director of Human Resources.

Investigation of All Reports of Discrimination/ Harassment and Potential Consequences

All reports of discrimination, harassment, or inappropriate conduct will be promptly and thoroughly investigated. The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a reoccurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including suspension/dismissal, or termination of employment. The College will inform the complaining student or employee of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly

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alleges a false claim against another will be subject to the full range of corrective action, up to and including termination of employment or suspension/dismissal from the College.

Reports of Alleged Discrimination

All students and employees are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students and employees may make a report of alleged discrimination or harassment to the following:

Student Reports: The Dean or Associate Dean/Director/Chair of the degree program, and/or his/her designee or the Dean of Students.

Employee Reports: The Director of Human Resources and/or his/her designee.

Students and employees may submit reports of harassment or discrimination verbally or in writing. In order to initiate a formal grievance procedure, however, a student or employee must provide or complete a written report. Discrimination/Harassment Report Forms may be found in the Office of the Dean or Associate Dean/Director/Chair of the degree program, the Office of Academic Services, the Health Center, the Office of Student Services, and the Office of Human Resources.

Informal Resolution

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or Associate Dean/Director/Chair of the degree program, or Dean of Students (for complaints by students), and the Director of Human Resources (for complaints by employees).

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student or employee and the alleged harasser that is facilitated by one of the designated harassment complaint officials. However, any complaint against a College employee will be handled through the formal procedure.

In order to initiate an informal resolution, the complaining party must notify the appropriate College employee and submit a report of the incident either orally or by filling out a Discrimination/Harassment Report Form, available at the Office of Student Affairs, the Office of the Dean or Director of the degree program, the Office of Academic Affairs, the Health Center, and the Office of Human Resources.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Academic Dean with a copy to the Vice President for Administration and Finance and the Director of Human Resources.

If the complaining party, the alleged harasser, or the College employee/harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he/she may proceed to the formal procedure.

Formal Resolution

Inquiries, Concerns, and Reports of Discrimination and Harassment

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or

Associate Dean/Director/Chair of the degree program, or Dean of Students (for complaints by students), and the Director of Human Resources (for complaints by employees).

Initiating the Formal Grievance Procedure

Although the College investigates all reports of discrimination, harassment, and inappropriate conduct, in order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report. Discrimination/Harassment Report Forms are available at Office of the Dean or Director of the degree program, the Office of Academic Affairs, the Health Center, the Office of Student Affairs, and the Office of Human Resources. Complaints by students should be submitted to the Dean or Associate Dean/Director/Chair of the degree program, or Dean of Students (for complaints by students). Complaints by employees should be submitted to the Director of Human Resources.

Confidentiality and Non-Retaliation Policies

All complaints will be treated confidentially to the extent feasible for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination or dismissal/suspension from the College.

The College prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of the College that result from the individual's making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the Dean or Associate Dean/Director/Chair of the degree program, or Dean of Students (for complaints by students), or for employees the Director of Human Resources.

Investigations of Alleged Discrimination/Harassment and Procedures

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The Dean of Students shall be responsible for initiating investigations of student complaints. The Director of Human Resources shall be responsible for initiating

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investigations of employee and any third-party complaints. If an incident involves allegations about two or more persons, the College has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party shall have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence. The complaining party and the accused party shall also have the right to be accompanied by a person of their choice for support and guidance.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted to the Academic Dean, with a copy to the Vice President for Administration and Finance, who will make a decision regarding the disposition of the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome of the investigation and the decision.

Consequences for Violation of Non-Discrimination / Harassment Policies

The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a reoccurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension from the College.

Right to Appeal

If the investigation determines that no discrimination or harassment occurred, the complaining party has a right to appeal. If the decision includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five working days from the time that he or she receives notice of the decision to lodge an appeal with the Vice President for Administration and Finance. If an appeal involves allegations against two or more persons, the College has the discretion to hear the appeal regarding the accused parties separately or jointly.

The Vice President for Administration and Finance has the discretion to stay any disciplinary action pending appeal.

The Professional Conduct Review Committee shall hear appeals regarding alleged incidents of discrimination/harassment. The Committee shall be appointed by the Vice President for Administration and Finance and comprised of College employees and students.

APPEAL PROCESS:

1. The complainant has five working days from the time that he/she receives notice of the decision in which to lodge an appeal of the decision, in writing, with the Vice President for Administration and Finance. No appeals are considered after the deadline has passed.
2. If an appeal is made, the Professional Conduct Review Committee shall be assigned to hear the appeal. This Committee shall be comprised of faculty members/employees and students, who shall be neutral parties not involved in the alleged incident.

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3. This Committee shall first meet without the complainant present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the complainant submitted his/her written appeal. The complainant shall be notified by the Committee, in writing, of the date and time of the hearing no later than three working days prior to its occurrence. The complainant shall also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.
4. Pending the hearing, the complainant may remain enrolled/employed at the discretion of the Vice President for Administration and Finance.
5. Hearing proceedings shall be closed to the College community.
6. In cases where more than one complainant is involved, the appeals shall be heard separately by the Committee, whose findings for each appeal shall be independent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved.
7. Hearing proceedings shall not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson shall determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling shall be final and all participants shall abide by his/her decision in these situations.
8. The College retains the discretion to lengthen all time frames relating to this hearing process.
9. In situations where the complainant fails to appear for the hearing, the Committee shall meet and determine the matter in his/her absence.
10. At the hearing, the complainant is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against him/her (unless a witness has been promised anonymity, in which case the Committee shall provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.
11. At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstructing the proceedings.
12. Subsequent to the hearing, the Committee shall make its decision in closed session with Committee members only. In all cases, the decision of the Committee shall be final and binding.
13. The Committee is charged with the responsibility of rendering two decisions:
 - A. Whether the alleged offense did occur, and if so, whether it violated College policies, rules, or regulations as stated in official publications (i.e., Catalog, Faculty Handbook, Employee Handbook, Student Handbook); and,
 - B. Appropriate actions that shall be taken.

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14. The Committee's decision shall be communicated in writing to the complainant as soon as practical, normally within five working days of the completion of hearing.
15. Records of the hearing shall be kept in the Office of Human Resources for a period of six years from the date of the hearing, and copies will be available to the complainant at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

External Grievance Procedure

Persons may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and student and faculty housing situated on premises that is owned or occupied by the College.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 2/94
Revised: 5/98
Revised: 10/07

145 Drug and Alcohol Use

It is the College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Therefore, pursuant to Public Law 100-690, Title V, Subtitle D, Lake Erie College shall provide a drug-free work place.

Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited any place on Lake Erie College property or while engaged in performance of duties for the College at any time or place.

The College will provide employees with information about the dangers of drug abuse. Lake Erie College reserves the right to randomly drug test employees.

As a condition of employment, employees will:

- 1) Abide by the terms of this policy.
- 2) Notify the College of any criminal drug statute conviction for violation occurring in the work place no later than five days after such conviction.

Employees who violate provisions of this policy can expect appropriate personnel action up to and including termination or required participation in a drug abuse assistance or rehabilitation program approved for such services by a Federal, State or local health, law enforcement, or other appropriate agency.

LAKE ERIE COLLEGE SUBSTANCE ABUSE POLICY

The philosophy of Lake Erie College is that the well-being and enrichment of society is dependent upon the abilities of individuals to think both creatively and critically, to make reasoned and informed decisions, and to assume responsibility for their personal actions and continuing

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education. Substance abuse significantly interferes with this process. The risks associated with the use of illicit drugs and the abuse of alcohol are substantial. Individual health is affected; studies have shown that substance abuse result in an increase in violent behavior, emotional difficulties, and academic problems. The effects of drinking and driving are well known; death resulting from this behavior is the number one killer of young people ages 18-24. Substance abuse also causes serious family problems and impacts companies as job injuries increase and insurance rates accelerate. In response to this serious nationwide problem, Lake Erie College has created this policy which will be strictly enforced.

Policy Statement

Lake Erie College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

The College's policies and programs are designed to emphasize:

- 1) The incompatibility of unlawful drug and alcohol use with the philosophy of the Colleges.
- 2) The legal consequences of the possession or distribution of illicit drugs and alcohol.
- 3) The medical implications of the inappropriate use of drugs and alcohol.

Lake Erie College will provide a systematic substance abuse education and prevention program designed to reach all segments of the campus community. The College provides a Counselor who will coordinate a centralized program that will be a focal point for campus substance abuse education. The counselor will provide substance abuse counseling and referral for students. Appropriate employee supervisors will provide referral for faculty and staff desirous of seeking assistance off-campus.

This Lake Erie College policy is presented within the four areas of education, counseling and rehabilitation, enforcement and penalties and assessment.

Education

Lake Erie College will establish and maintain a program of education designed to help all members of the College community avoid substance abuse problems. Education programs will:

- 1) Provide accurate, current information on the health risks and symptoms of drug use for students, faculty, and staff.
- 2) Provide and support programming that discourages substance abuse.
- 3) Establish collaborative relationships between community groups and agencies and the College for education, treatment, and referral.
- 4) Provide training programs to enable students, faculty, and staff to detect problems related to substance abuse, and to refer individuals for assistance.
- 5) Encourage faculty to incorporate substance abuse education into the curriculum where appropriate.

Counseling and Rehabilitation

Lake Erie College will take actions necessary and consistent with local, state and federal law and applicable college policies to eliminate substance abuse within the College community. College

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policies on substance abuse will be publicized in the student, faculty and employee handbooks and reiterated in student, faculty, and employee meetings.

Members of the College community are responsible as citizens for knowing about and complying with the provisions of Ohio law prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol (see Ohio Revised Code Chapter 2925 Drug Offenses, and Section 4301.22 Restrictions on sale of beer and liquor, and other relevant laws.) Any member of the College community who violates these laws is subject to possible criminal prosecution, civil action, and LEC disciplinary proceedings.

As a condition of employment, employees will abide by the terms of this policy and notify the College of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such conviction.

Penalties will be imposed by LEC in accordance with procedural safeguards as explained in the student, faculty, and employee handbooks. Penalties include fines, removal from residence halls, disciplinary probation, suspension, or dismissal from the College. Faculty and other employees may be immediately discharged or dismissed for adequate cause. If an employee violates this policy, LEC may at its discretion require participation in a drug abuse assistance or rehabilitation program approved for such services by Federal, State, local health, law enforcement or other appropriate agencies as a condition of continued employment.

Assessment

In its effort to continually assess the campus environment, Lake Erie College will:

- 1) Assess campus awareness, attitudes, and behaviors regarding alcohol and drug use and employ the results in program development,
- 2) Collect and use drug and alcohol related information from security and student disciplinary reports to guide program development,
- 3) Collect and use summary counseling to guide program development,
- 4) Review program effectiveness biennially and implement changes as necessary to ensure consistent enforcement of the College's sanctions regarding substance abuse.

Annually, the Dean of Students will submit to the President a report of campus activities related to substance abuse for the preceding year. The report will include the following:

- 1) A summary of major educational activities conducted during the year;
- 2) A summary report of disciplinary actions related to substance abuse including sanctions imposed;
- 3) Any proposed changes to the substance abuse policy.

Adopted: 09/90
Revised: 10/07

146 Security Inspections

The College desires to maintain a work environment free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the College prohibits the possession of such materials on its premises. Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the College. Accordingly, the College may inspect these storage areas periodically as deemed appropriate.

Adopted: 10/07

147 Acceptable Use Policy

1.0 Overview

The intention for publishing an **Acceptable Use Policy** is to provide guidelines which do not impose restrictions that are contrary to Lake Erie College's established culture of openness, trust and integrity. The administration is committed to protecting the College community from illegal or damaging actions by individuals, either knowingly or unknowingly.

Access systems (such as computer access via the Internet, Intranet, Extranet, modems, RAS servers, peer-to-peer networks, LAN, WAN, wireless or other related systems), including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, telephone equipment, cell phones, magnetic stripe readers, IR scanning equipment, PDAs (Personal Data Assistants), copy machines, fax machines, printing equipment, security access control mechanisms, WWW browsing and FTP, are the property of the College. These systems are to be used for business purposes in serving the interests of the College and our constituents in the course of normal operations. Effective security is a team effort involving the participation and support of every College staff, faculty, student, alumni and affiliate who deals with information and/or information systems. It is the responsibility of every user to know these guidelines and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the **acceptable use** of access systems at LEC. These rules are in place to protect all users and affiliates of the College. Inappropriate use exposes the College to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to all **Users** (staff, faculty, students, alumni, contractors, consultants, temporaries and other workers) at LEC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the College. This policy may also apply to other equipment not owned by the College if that equipment accesses any of the College-owned access systems as defined by this policy.

4.0 Acknowledgement

Implementation and electronic acknowledgement of this policy is accepted by the user upon logging into any system connected to the network. This acknowledgement is similar to a common

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EULA (End User License Agreement) or a TOS (Terms of Service) agreement. The College reserves the right to revoke or prevent access to its systems based upon the user's failure to acknowledge acceptance of this policy.

5.0 Dissemination

As policies will be modified from time to time to address the needs of the College community, the most current policies of this Acceptable Use Policy will be maintained on the College's web site at: www.lec.edu/IT/Security/LEC-AUP.htm.

6.0 Policy

6.1 General Use and Ownership

1. While the College's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the College systems remains the property of the College. Because of the need to protect the College's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the College.
2. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for maintaining guidelines concerning personal use of access systems. If there is any uncertainty, employees should consult their supervisor.
3. The administration recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification, see Information Technology's Information **Sensitivity Policy**. For guidelines on encrypting email and documents, go to Information Technology's **Awareness Initiative**.
4. For security and network maintenance purposes, authorized individuals within the College may monitor equipment, systems and network traffic at any time, per Information Technology's **Audit Policy**.
5. The College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

6.2 Security and Proprietary Information

1. The user interface for information contained within the College's various systems should be considered classified and confidential in nature, unless posted within public access areas such as the www.lec.edu web site or other common areas of public exposure. Examples of confidential information include but are not limited to: private company information, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Users should take all necessary steps to prevent unauthorized access to this information.
2. **Restrict passwords for authorized use only.** Authorized users are responsible for the security of their passwords and accounts. System-level passwords should be changed quarterly; user-level passwords should be changed every six months. Should a user suspect their password may be compromised, they should immediately contact the IT Department to reset and issue another password that will be known to that end user only.
3. Use encryption of information in compliance with Information Technology's **Acceptable Encryption Use Policy**.

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4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the “**Laptop Security Tips.**”
5. Postings by users from a College e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the College, unless posting is in the course of business duties.
6. All **hosts** (computers, PDAs, laptops, etc.) that are connected to any of the College access systems, whether owned by an individual, third-party or the College, shall be continually executing approved virus-scanning software with a current virus database.
7. Users must use extreme caution when opening e-mail **attachments** (files appended to an e-mail) received from unknown senders, which may contain viruses, worms, e-mail bombs, Trojan horse code or other types of destructive or malicious payloads.

6.3 Unacceptable Use

The following activities are some general guidelines of what is considered unacceptable use. Users may be exempted, by their supervisor, from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing College-owned resources.

Unauthorized or Excessive Personal Use of System Resources: Use may be excessive if it overburdens a network, results in substantial use of system capacity or causes increased costs to the College. Increased costs to the College include uses requiring substantial expenditures of computing time, employee time, uses for profit or uses that would otherwise violate College policy with regard to employee time commitments or company equipment. It is permissible to use the College e-mail system for incidental personal purposes. The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “**pirated**” (illegal copies of software) or other software products that are not appropriately licensed for use by the College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the College or the end user does not have an active license.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The IT department should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

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5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using College computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items or services originating from any College account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Breaching security or disrupting network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging onto a server or account in which the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, smurfing, spamming, spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning unless authorized by the Information Technology Department.
11. Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of the user's normal job duties or course study.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the College's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable a user's terminal session. This includes any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, the College staff, faculty, students or alumni to parties outside the College, beyond that of the user's normal job duties.
16. Downloading or exchanging audio and video files, including MP3 files and other similar files not related to College interests. Streaming (listening or watching) video and audio in real-time, including Internet, radio/television' stations or music sites not related to College interests.
17. Downloading entire WWW/FTP external sites or significant parts of such sites, particularly those including images and games programs, unless the material is specifically relevant to your course of study or job duties.
18. Playing any form of game over the Internet.
19. Accessing any site containing pornographic material.

E-mail and Communications Activities

1. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of e-mail header information.

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4. Solicitation of email for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters" or other "pyramid" schemes of any type.
6. Use of unsolicited e-mail originating from within the College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the College or connected via the College's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

7.0 Enforcement

Any user found to have violated this policy may be subject to disciplinary action, up to and including dismissal or termination of employment.

Adopted: 5/98
Revised: 3/07

148 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the College may not solicit or distribute literature in the workplace without prior approval.

The College recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working hours. (Working hours does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The sale of goods, services, or subscriptions outside the scope of official College business
- The circulation of petitions
- The distribution of literature not approved by the College
- The solicitation of memberships, fees, or dues

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

- Affirmative Action statements
- Employee announcements
- Internal memoranda
- Job openings
- College announcements

- Workers' compensation insurance information
- State disability insurance/unemployment insurance information
- Other postings as required by federal and/or state law.

Adopted: 10/07

149 Workplace Etiquette and Confidentiality

The College strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The College encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Director of Human Resources if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines. Listed below is a sampling of workplace etiquette that provides for a better working environment:

- Return copy machine and printer settings to their default settings after changing them.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Avoid public accusations or criticisms of other employees. Address such issues privately.
- Try to minimize unscheduled interruptions of other employees while they are working or meeting with other employees
- Knock before entering an office with a closed door.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing, racial slurs, foul slang, and dirty jokes) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Clean up after yourself and do not leave behind waste or discarded papers.

Confidential Information:

The term "Confidential Information" means any and all trade secrets, data and information not generally known outside of the College whether prepared or developed by or for the College or received by the College from any outside sources. Without limiting the scope, confidential information includes any employee, student, vendor, financial files, lists, plans, computer data/disc

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or survey. All "Confidential Information" and copies are the sole property of the College. Confidential information shall not apply to information that the College has voluntarily disclosed to internal and/or external persons without restriction.

Adopted: 10/07

150 Telephones

Treating a caller with courtesy is just as important as the courtesy extended to anyone visiting the College. The telephone is a means of promoting and maintaining goodwill.

Adopted: 3/07

151 Visitors

Visitors to the College should be treated with courtesy. All visitors should be escorted through the facility.

Adopted: 10/07

152 Concealed Weapons and Fire Arms

Employees are prohibited from bringing firearms and other deadly weapons of any kind onto the premises of Lake Erie College, including its offices and all buildings owned by the College. However, this prohibition shall not prevent firearms from being kept in vehicles in parking garages or lots as long as the firearm is stored in accordance with Ohio law. Any employee who violates this policy shall be subject to discipline.

Employees are required to notify College management if a visitor, another employee, or any other guest of the College is believed to possess a concealed handgun or any other deadly weapon on the College premises. An employee shall report this belief and the basis for this belief immediately to the Vice President for Administration and Finance or other member of College management. Failure to report knowledge of the presence of any firearm on the College's premises shall subject the employee to discipline.

Adopted: 10/07

153 Personal Pet Policy

Lake Erie College is committed to maintaining an environment that is conducive to learning and promotes the idea of individual and group well being and enrichment. Additionally, due to insurance liabilities the presence of personal pets in any building on College owned property is not permitted unless the animal is trained to provide assistance to a visually or physically challenged student or employee who presents appropriate medical authorization to either the Director of Health and Wellness if a student is involved, or the Director of Human Resources if an employee is involved.

This policy may not apply to College owned housing provided to students and employees and will be determined on an individual basis. Personally owned horses boarded at the Lake Erie College Equestrian Center are excluded from this policy.

Adopted: 03/08

EMPLOYEE BENEFITS

200 Employee Benefits

Lake Erie College provides benefit eligible employees a comprehensive benefit package. Eligibility for College benefits is dependent upon employee classification. The Director of Human Resources can identify the programs for which you are eligible and will review these with you during your new hire orientation.

In addition to those benefits which are legally mandated, (Social Security, Medicare, unemployment, state disability, and workers' compensation insurance) the College offers employees the following:

- Credit Union
- Dental & Vision Insurance - Voluntary
- Educational Financial Assistance
- Employee Health Program - Major Medical Insurance with Prescription Rider and "Premium Only Plan"
- Facility Rental
- Life Insurance & A.D. & D.
- Short Term Disability Insurance
- Long Term Disability Insurance
- Tax-Sheltered Annuities
(Retirement Plan)

Paid Time Off for:

- Bereavement
- Holidays
- Jury/Witness Duty
- Voting
- Working days between Christmas & New Year's Holidays
- Sick Days
- Vacation

Although most of the benefits are paid entirely by Lake Erie College, some programs require contributions from employees. The benefit package for regular, full-time employees represents an additional cost to the College of approximately 25 Percent of wages. The particulars of each program are explained in this section of the employee handbook. All of the following benefit programs will be reviewed with employees during their new hire orientation session with a representative in the Office of Human Resources.

Revised: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

INSURANCE PROGRAMS

201 Health Insurance

Pending completion of the application process, the College will provide single health insurance coverage for all regular full-time employees. **Nonexempt** employees become eligible the first day of the month following 30 consecutive days of employment. **Exempt** employees become eligible from their date of hire. The comprehensive health care plan covers routine outpatient services, hospital and maternity charges, mental health services, alcohol and substance abuse treatment, and a pharmacy benefit. When dual option benefits are offered, the employee may be asked to pay the difference between the lower and higher cost for single coverage.

Employees are required to contribute a small amount toward single coverage, which is determined on a sliding scale dependent upon annual salary. An employee may elect to have their spouse and dependents added; in which case, the employee will pay the difference between the family coverage and single coverage. Payment will be made by automatic payroll deduction and may be made with pre-tax dollars. You may contact the Office of Human Resources for specific information.

Adopted: 3/1/85
Revised: 5/98
Revised: 10/07

202 Premium Only Plan

The College offers employees the opportunity to participate in the "Premium Only Plan." This option, which falls under section 125 of the IRS code, makes it possible for employees to pay for their portion of health insurance with pre-tax dollars. You will be provided the opportunity to enroll in this plan during the application process of the health care plan.

Adopted: 10/1/94

203 Health Insurance Benefits – Continuation Under COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the College's health care plan when a "qualifying event" occurs.

Examples of qualifying events are resignation, termination of employment, death of an employee, divorce or separation, a reduction of an employee's hours, leave of absence, and a dependent child no longer meeting eligibility requirements under the provisions of the health care plan.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Lake Erie College's group rates plus an administration fee allowable by law.

The College will provide each eligible employee with a written notice describing rights granted under COBRA when the qualifying event occurs. The notice will be sent by certified mail and contains important information about the employee's rights and obligations.

Adopted: 8/4/92
Revised: 5/98

204 Life Insurance

All regular full-time employees at Lake Erie College are enrolled, pending completion of their application, in a program for life insurance coverage on the first day of the month following their date of hire.

The amount of life insurance coverage will be equal to one time their salary rounded to the next highest hundred. However, the employee's designated beneficiary will receive addition monetary death benefits; if the employee dies and/or loses a body part as a result of an accident, (defined as unforeseen consequences of an involuntary act).

Lake Erie College will pay one hundred percent (100%) of the premiums for this policy.

Adopted: 3/1/85
Revised: 05/98
Revised: 10/07

205 Long Term Disability

In the event an employee is disabled and unable to perform duties in her/his current position, Lake Erie College provides income protection through a long-term insurance, which pays a percentage of the employee's monthly earnings.

Employees become eligible (pending completion of their application if required by insurance carrier) for this coverage on the first day of the sixth (6th) month following their date of hire. An employee must be deemed disabled by her/his physician for a period of (90) days before benefits are payable. Both the employee and health care provider(s) are required to complete an insurance claim form and provide supporting documentation as requested by the insurance carrier. The benefit duration period may continue until age 65 if the employee is less than 60 years old at the time of disability and doesn't qualify for social security disability benefits.

Lake Erie College will pay one hundred percent (100%) of the premiums for this policy.

Adopted: 3/1/85
Revised: 7/1/89
Revised: 06/07
Revised: 10/07

206 Short Term Disability

In the event an employee needs to take time off due to a medical disability that is short term, i.e. surgery or birth of a child, Lake Erie College provides income protection through short - term disability insurance. Although full-time employees become eligible (pending completion of their application if required by the insurance carrier) the first day of the month following their date of hire, there is an elimination period, in which employees may use their accrued sick or vacation days to cover the time period. The elimination period for Faculty employees is eight (8) calendar days and 31 calendar days for Staff employees. As with long-term disability insurance, both the employee and health care provider(s) are required to complete an insurance claim form with supporting documentation as requested by the insurance carrier. All medical information will be included in the employee's personnel file but retained in a separate, confidential file. The benefit duration period is intended to cover the gap between eligibility for long-term disability income protection.

Lake Erie College will pay one hundred percent (100%) of the premiums for this policy.

Adopted: 10/07

207 Dental and Vision Insurance

The College offers all full-time employees and regular part-time employees the option of enrolling in a voluntary dental and vision care insurance program, providing the College's employee group meets minimum participation requirements. This benefit is paid one hundred percent (100%) by the employee. Payment will be made through automatic payroll deduction and may be made with pre-tax dollars.

Enrollment information regarding this insurance may be obtained through the Office of Human Resources.

Adopted: 03/93
Revised: 05/98
Revised: 10/07

208 Workers' Compensation Insurance

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

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

IN CASE OF INJURY, THE FOLLOWING PROCEDURE IS TO BE FOLLOWED:

- The insured employee will notify his/her supervisor and complete an accident report and will have his/her supervisor sign the accident report, along with any other witness to the incident. This is to be forwarded to the Office of Human Resources and will be retained in the employee's personnel file.
- **When medical attention is required, effective March 1, 1997, injured employees are required to seek medical attention from health care providers who have been certified by the Bureau of Workers' Compensation. The BWC will not pay claims when the injured employee seeks medical attention from an uncertified health care provider. Human Resources will have a list of certified doctors and urgent care facilities.**
- **In case of a life or limb-threatening situation, the injured employee should seek medical attention immediately by calling 911 if physically able. In the event an employee is unable to call 911, the supervisor or co-worker in the area will make an immediate call.**
- All completed medical forms are to be forwarded to the Office of Human Resources as soon as possible to assure proper claims processing.
- All questions relative to Workers' Compensation Insurance and claims filed should be directed to the Director of Human Resources or designated H.R. representative.

Adopted: 3/1/85
Revised: 05/98
Revised: 10/07

RETIREMENT BENEFITS

209 Retirement Plan

Lake Erie College offers a 403 (B) retirement plan option through TIAA-CREF (Teachers Insurance and Annuity Association-College Retirement and Equities Fund) to all full-time employees and regular part-time employees. The plan options available and level of benefits paid are contingent upon the classification of the employee.

Full-time, exempt employees:

Upon completion of 12 consecutive months of full-time employment, the College will make a discretionary contribution, based on all full-time, exempt employees' base annual salary, into the Retirement Annuity (RA) program. The employee may also contribute on a salary reduction basis. An enrollment application must be completed before contributions are made.

Full-time, non-exempt employees:

Upon completion of 12 consecutive months of full-time employment, the College will make a discretionary contribution, based on all full-time, non-exempt employees' base annual salary, into the Retirement Annuity (RA) program. The employee may also contribute on a salary reduction basis. An enrollment application must be completed before contributions are made.

Full-time faculty and staff and regular part-time faculty and staff employees:

All full-time employees and regular part-time employees (those working 1,000 hours or more) may make contributions to the tax-sheltered annuity (Supplemental Retirement Annuity) through automatic payroll deduction. Employees wishing to participate in the Supplemental Retirement Annuity with TIAA-CREF are required to complete an enrollment application, a work sheet to determine federally mandated maximums, and a salary reduction agreement. The Director of Human Resources will assist eligible employees with the application process.

Adopted: 8/4/92
Revised: 05/98
Revised: 10/07

TIME OFF BENEFITS

210 Holidays

Lake Erie College will grant paid time off to all full-time employees on the holidays (10) listed below, the working days between Christmas and New Year's Day, and (1) floating holiday for personal use.

- New Year's Day (January 1)
- Spring Holiday (Friday before Easter Sunday)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- The Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

Effective November, 2006, regular, part-time non-exempt employees (those working at least 1,000 hours during a calendar year) will receive holiday pay providing the holiday falls on the employee's regularly scheduled workday. Part-time, exempt employees will continue to receive holiday pay as usual.

Effective January 1, 2008, all full-time employees are entitled to one floating holiday per calendar year to be used in celebration of their birthday, anniversary, or other personal celebration/need. Employees will follow the same procedure complete as for requesting time off for vacation by completing an approved "Vacation Request Form" and forwarding the approved form to Human Resources. In the event the employee does not use their floating holiday, it does not carry over into the following calendar year.

Although campus offices will be closed during the above-mentioned holidays, each Cabinet Member division head will be responsible for identifying who will be needed to assist in critical coverage in their area.

According to applicable restrictions, Lake Erie College will grant paid holiday time off to all full-time and qualifying part-time employees immediately upon employment. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Employees will not be paid in excess of eight hours for each day of Holiday pay.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, or have received prior approval for vacation or sick time off.

Although the College reserves the right to change this practice as required for critical coverage, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise be applied.

In certain situations (i.e. New Year's Eve, equestrian farm operations) an employee may be required to work during a recognized holiday and may take another paid day off (subject to approval of his/her immediate supervisor). If an employee is required to work during a recognized holiday, paid time-off for holidays will be counted as hours worked for the purpose of determining whether overtime pay is owed.

Revised: 3/1/85
Revised: 7/1/89
Revised: 8/4/91
Revised: 05/98
Revised: 10/07

211 Vacation

Employees are expected to periodically take time away from their responsibilities for rest, relaxation, and personal pursuits. All regular full-time employees who have a 12-month obligation to be on the job are eligible to receive and use vacation time as described in this policy.

Employees are prohibited from taking vacation two (2) weeks prior to and two (2) weeks after the start of the academic year and one (1) week prior to graduation. **If personal circumstances warrant vacation time off during these time periods, approval must be obtained from the employee's immediate supervisor, Cabinet member supervisor, and President of the College.**

The amount of paid vacation time employees receive each year is contingent upon their employment classification and length of employment as shown in the following schedule.

LAKE ERIE COLLEGE

VACATION EARNINGS SCHEDULE

YEARS OF SERVICE	VACATION DAYS EACH YEAR	VACATION DAYS EARNED MONTHLY
Non-exempt		
Upon initial eligibility	10 days	1 day/month (Maximum 10 days)
After 5 fiscal years	15 days	1.5 days/month (Maximum 15 days)
After 10 fiscal years	20 days	2 days/month (Maximum 20 days)
Exempt, Assistants to Department Heads:		
Upon initial eligibility	10 days	1 day/month (Maximum 10 days)
After 2 fiscal years	15 days	1.5 days/month (Maximum 15 days)
After 5 fiscal years	20 days	2 days/month (Maximum 20 days)
Exempt, Department Heads:		
Upon initial eligibility	22 days	2 days/month (Maximum 22 days)
<ul style="list-style-type: none">• Employees who are classified “Exempt, Assistants to Department Heads” and were hired prior to the publication of this policy will be granted paid vacation days according to their appointment letter• Paid vacation time should be used in minimum increments of one-half day		

The length of eligible service is calculated on the basis of the College’s fiscal year, July 1 through June 30. It is expected that vacation will be taken and not accumulated, that is, carried into the next fiscal year. However, the College allows a 30-day grace period in which the employee may request the vacation by June 30 and taken no later than July 31.

LAKE ERIE COLLEGE

In special situations where vacations cannot be taken by June 30 in the year earned, the unused portion may be carried over into the following fiscal year **but only upon written approval of the immediate supervisor and respective Cabinet Member supervisor**. *Such unused vacation will not be carried beyond October 31st of the year following the fiscal year in which it is earned.*

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, newly hired employees are asked to wait 90 calendar days before vacation time can be used. After that time period, employees can request use of vacation time, including that earned during the waiting period.

To take vacation, employees are required to complete a "Vacation/Off Campus Request" form and forward it to the Office of Human Resources after they have received **advanced** approval from their immediate supervisor. Supervisors will review and approve vacation requests on a number of factors; including business needs, staffing requirements, and College policy. The Director of Human Resources or H.R. representative will review and approve vacation requests based upon eligibility, vacation days earned, and College policy.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives or bonuses.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through their last day of work.

Revised: 3/1/85
Revised: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

212 Sick Days

LEC provides paid leave to furnish income for regular full-time employees absent for periods of time due to personal and family illness, injury, and medical and dental emergencies and procedures. Payment for sick time off is not to be used as a substitute for vacation. Violation of this policy may be grounds for disciplinary action, up to and including dismissal.

Regular full-time employees will accumulate paid sick days at the rate of 1 day for every full month of service. Unused paid sick days will be allowed to accumulate until the employee has accrued a total of 36 days. When the employee's sick leave bank reaches this maximum accrual of 36 days, further benefits will be suspended until the employee has reduced the balance below the limit. ****Employees who were hired prior to the publication of this policy will not lose the sick days that have accumulated in their sick day bank. However, further benefits will be suspended until the employee has reduced the balance below the limit. After being on a medically certified disability for 31 consecutive calendar days, the employee will be required to apply for short-term disability insurance.*** After an elimination period of 31 calendar days, staff employees who meet the criteria of a short-term disability will be eligible to receive 60% of their base weekly salary through short-term disability insurance.

Although an employee is not allowed to accumulate vacation days into the next fiscal year, an employee may request, by June 30, to transfer up to five (5) unused vacation days into his/her sick leave bank. This request requires the employees' immediate supervisor's and appropriate Cabinet Member's approval.

Employees can request use of paid sick days after completion of one month of continuous service; no waiting is required. Paid sick leave may be used in minimum increments of one half day. All paid sick leave will be calculated based on the employee's base pay rate at the time of absence.

Upon termination (voluntary or involuntary) of employment, as the use of this benefit is to be used only for illness or medical and dental procedures, employees will not be paid for unused sick day accrual.

212.1 Paid Leave Due to Illness or Injury

Employees may use paid sick day benefits for an absence due to their own illness or injury, or that of a family member who resides in the employee's household. Employees who are unable to report to work due to illness or injury should, if possible, notify their immediate supervisor before the scheduled start of their workday. Their immediate supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to his/her own illness or injury, or that of an immediate family member, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving personal paid leave due to illness or injury of an employee or his/her family member.

212.2 Extended Leave Due to Illness or Injury

Approved personal paid leave due to illness or injury is limited to 10 working days without a medical leave of absence request. Sick leave beyond 10 working days requires a leave of absence request and medical certification. Please refer to the "Leave of Absence" section of this handbook for further information. ***Employees will not accrue vacation or sick days during a medical leave of absence that extends beyond 10 working days unless accrued vacation days are used.***

212.3 Leave Due to Medical and Dental Emergencies

Employees who are absent due to medical and dental emergency situations should notify their immediate supervisor prior to the scheduled start of the workday and contact their supervisor on each additional day of absence. If an employee is absent for three or more consecutive days due

to an emergency situation, the employee will be required to provide documentation or proof of the emergency before benefits will be paid.

212.4 Paid Leave for Bereavement

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Up to five days of paid bereavement leave will be allowed. Requests for additional days require supervisory approval and will be unpaid unless employees use accrued vacation.

Lake Erie College defines “immediate family” as the employee’s spouse, parent, child, sibling, the employee’s child’s spouse, grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

212.5 Paid Leave for Jury and/or Witness Duty

Lake Erie College encourages employees to fulfill their civic responsibilities by serving on jury/witness duty when required. However, either Lake Erie College or the employee may request an excuse from jury/witness duty if, in the College’s judgment, the employee’s absence would create serious operational difficulties.

Non-exempt employees will be compensated up to 10 days for jury/witness duty and may request to use accrued vacation or sick days. Exempt employees’ pay will not be docked for time off due to jury/witness duty.

Employees are required to make arrangements with their supervisor as soon as they receive the court summons and must provide the Office of Human Resource Offices a copy. The employee will submit a written time off request, with supervisory approval, to Human Resources.

If a non-exempt employee is required to serve beyond 10 working days, LEC will continue to provide health insurance benefits for the full term of the jury/witness duty absence.

Vacation, sick day, and holiday benefits will continue to accrue during jury/witness duty leave.

212.6 Time Off to Vote

The College encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Lake Erie College will grant up to two hours of paid time off to vote.

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

Revised: 05/98
Revised: 10/07

213 LEAVE OF ABSENCE

213.1 Extended Leave of Absence

A Leave of Absence (LOA) is to be requested when a need arises to be absent from work for a period of time in excess of ten (10) consecutive workdays. Leaves may be granted for medical or personal reasons. ***Employees will not accumulate vacation or sick days during a leave of absence that extends beyond 10 consecutive workdays unless accrued vacation days are used.***

213.2 Family and Medical Leave of Absence

Lake Erie College recognizes that unusual or unavoidable circumstances may sometimes require an employee to be absent from work for some time. Under certain circumstances, eligible employees may be permitted to take a leave as contemplated by the Family and Medical Leave act of 1993 ("FMLA").

Reasons for Leave

An eligible employee who requires leave:

- 1) for serious health condition that makes the employee unable to perform the employee's job;
- 2) to care for an employee's spouse, son or daughter, or parent who has a serious health condition;
- 3) because of the birth of a son or daughter and to care for the employee's child after birth or placement for adoption or foster care; or
- 4) for prenatal care

may be provided with up to twelve (12) weeks of leave during a twelve (12) month period. The leave will be unpaid except to the extent that paid time off is submitted, as discussed below. The twelve (12) month period is measured forward from the date the employee's first FMLA leave begins. To be eligible for such leave the employee must have worked for Lake Erie College for at least twelve (12) months and for at least 1,250 hours in the twelve (12) month period immediately preceding the start of the leave. Where the leave is foreseeable, the employee must provide at least thirty (30) days' notice of the leave. If the need for leave is not foreseeable thirty (30) days in advance, the employee must give as much advance notice as is practicable, which notice must be given not later than two business days after the need for leave arises. If the leave is for a planned medical treatment, the employee also must make a reasonable effort to schedule the treatment so as not to disrupt Lake Erie College's operations.

LAKE ERIE COLLEGE

When medically necessary, FMLA leave may be taken intermittently or on a reduced leave schedule to care for the employee's child, spouse or parent with a serious health condition or for an employee's own serious health condition. For such leave, there must be a medical necessity and it must be the case that such medical need can best be accommodated through an intermittent or reduced leave schedule. An employee needing intermittent leave must attempt to schedule his or her leave so as not to disrupt Lake Erie College's operations. Lake Erie College reserves the right to assign an employee who is receiving planned for intermittent treatments to an alternative position with equivalent pay and benefits.

Certification

The employee must provide to Lake Erie College a written request for leave, along with certification from a health care provider if the leave is the result of a serious health condition of the employee or family member. The completed certification must be supplied within fifteen (15) days of the request for leave. That certification must include the following: the commencement date and probable duration of the condition, medical facts about the condition, and if the employee is not ill, a statement that the employee is needed to care for an ill relative, as well as an estimate of the time needed for such care. Failure to comply with the requirements in this provision may result in the loss of some or all leave rights. At its own expense, Lake Erie College also may require a second or third medical opinion. When an employee requests FMLA leave, Lake Erie College will provide a notice detailing the specific expectations and obligations of the employee and explaining any consequences of a failure to meet these obligations.

If the leave extends beyond the initial certification, recertification from the health care provider before the current leave period expires must be made. In addition, recertification may be required whenever an extension of the leave is sought, whenever there is a significant change in circumstances or at any time Lake Erie College has reason to doubt the validity of the certification.

Benefits

While on leave the eligible employee's medical insurance coverage will be continued, under most circumstances. If any eligible employee currently pays a portion of his or her health care premiums, then the employee must continue to do so while on leave. Failure to make the necessary payment within thirty (30) days of the due date may result in the discontinuance of health coverage. An eligible employee who fails to return and remain an active employee for thirty (30) days after the expiration of the FMLA leave may be liable for repayment of all health insurance payments made by Lake Erie College during the period of any unpaid FMLA leave, except where the failure to return is due to medical circumstances beyond the employee's control.

On the date when it becomes known that an eligible employee is not returning to work, a qualifying event under the Consolidated Omnibus Budget Reconciliation Act of 1986 will occur and the College's obligations to provide benefits may cease.

Return From Leave

As a condition of reinstatement, Lake Erie College generally requires a fitness-for-duty certification from the health care provider of an employee on leave due to a serious health condition. Upon return from leave, an employee will be restored to the same or an equivalent position. In addition, all benefits will be immediately and unconditionally reinstated, without being subject to a waiting period, physical examination or any pre-existing condition exclusion due to conditions arising during the leave.

Substitution of Other Forms of Leave

Lake Erie College will require the employee to substitute certain fully and partially paid time off to the extent that it exists, including but not limited to vacation and sick time and short-term disability insurance, for unpaid leave taken under the FMLA due to the serious health condition of the employee, or the serious health condition of the employee's spouse, child or parent. Lake Erie College will require the employee to substitute fully or partially paid time off, except short-term disability insurance, for unpaid leave taken under FMLA due to the birth of a child or the care of such newborn, or the placement of a child with the employee for adoption or foster care.

Fully paid leave is to be used prior to commencement of any partially paid time off, which in turn is to be used prior to the commencement of the unpaid portion of FMLA leave.

Any conflict that may arise between FMLA requirements and this policy, or any other Lake Erie College policy, will be controlled by FMLA.

Serious Medical Condition of the Employee

If an employee with a serious medical condition has used all available FMLA leave and the employee is still unable to return to work, the employee may be placed on leave of absence at the discretion of Lake Erie College. During this time period, medical insurance may be continued if the employee makes the necessary premium payments in a timely fashion. **Vacation and sick time are not accrued during FMLA unless accrued vacation days are used.**

For Further Information

To obtain forms for requesting leaves, and for inquiries concerning this policy, contact the Director of Human Resources.

213.3 Leave of Absence for Personal Reasons

Lake Erie College may provide employees with a leave of absence under the following certain circumstances and conditions. All leaves of absence are without regular pay; however, the employee may request vacation pay that has accrued prior to the request.

The Vice President for Administration and Finance or the President may grant up to two (2) weeks per year of informal leave. The Office of Human Resources is to be notified in writing by the administrator or supervisor to whom the employee reports when such a leave is granted.

A formal leave of absence, for periods longer than two (2) weeks, requires a "Leave of Absence" form completed by the employee and approved by the immediate supervisor, respective area Cabinet Member Supervisor, and the Vice President for Administration and Finance or the President. In determining eligibility for leaves of absence in excess of two (2) weeks, the Vice President for Administration and Finance or President will review the supervisor's and Cabinet Member's recommendation, the employee's work record and length of service with the College, any previous leaves granted and the reason this leave is being requested.

Vacation and sick time are not accrued during a formal leave of absence unless accrued vacation days are used. If an employee fails to report to work at the end of the leave, he/she will be assumed to have resigned his/her position effective on the last day worked.

During the time an employee is on formal leave of absence and does not receive vacation pay, his/her insurance benefits may be continued at the employee's total expense for coverage. Arrangements must be made beforehand with the Office of Human Resources.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

213.4 Military Leave of Absence

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available accrued vacation, sick, or holiday benefits for the absence. 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.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 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 military leave longer than 30 days 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.

Contact the Office of Human Resources for more information or questions about military leave.

Adopted: 10/07

214 Life Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Lake Erie College supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the College will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Lake Erie College will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have the responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact their health care provider or the Director of Human Resources for information and referral to appropriate services and resources.

Adopted: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

215 Educational Financial Assistance

All full-time employees become eligible to receive tuition waivers the first day of the semester following their date of hire and are entitled to receive a tuition waiver for up to two (2) classes - not to exceed eight (8) credit hours - a semester. Regular part-time employees become eligible to receive tuition waivers on the first day of the semester following their date of hire and are entitled to receive tuition waivers for up to two (2) classes – not to exceed eight credit hours – during a semester, as long as they are attending during their term of employment.

This benefit is on a space-available basis only and the employee's enrollment shall not be permitted to deny a position in the class to a paying student. Neither shall such enrollment under this benefit be counted toward the minimum number needed to prevent cancellation of the class.

Subject to the approval of the immediate supervisor, a maximum of one course may be taken during regular working hours. Participation in this program shall not reduce the employee's time on the job; any time used to take a course during the normal working hours will be made up as prescribed by the immediate supervisor.

Spouses and dependent children of full-time employees may be included in this benefit with no limitation on courses. Spouses and dependent children of part-time employees will not be included in this benefit.

Employees who are attending classes at Lake Erie College are employees first and students second and, as such, will fall under the policies of this handbook.

All applicants, employees, their spouses and dependents are to meet all entrance requirements and complete enrollment and admission records.

If the employee's employment relationship is ended during any course, the registered student (employee, spouse or dependent) will pay for the balance of the course on a pro-rated basis.

All spouses and dependents of employees requesting the tuition waiver may be required to first complete financial aid forms. The Director of Financial Aid will determine the amount of the employee's award and this amount will be deducted from the employee's tuition waiver. Employees may contact the Director of Financial Aid for additional information pertaining to Financial Aid.

Tuition waivers are subject to all applicable taxes as mandated by the IRS code. You may contact the Director of Human Resources for additional information on applicable taxes.

Revised: 7/1/89
Revised: 8/4/92
Revised: 05/98
Revised: 10/07

215.1 Tuition Exchange Programs

Lake Erie College full-time employees may participate in tuition exchange programs with other colleges. You may contact the Director of Human Resources for information.

215.2 Tuition Discounts

All Lake Erie College employees may receive tuition discounts for dependents who attend classes at the Andrews Osborne Academy. Information may be obtained from the Andrews Osborne Academy Business Office.

Revised: 7/1/89
Revised: 8/4/92
Revised: 5/98
Revised: 10/07

216 Credit Union

LEC offers the option to join the Ohio Educational Credit Union. Automatic payroll deductions can be set up for the Credit Union. Membership packets, applications and literature about the benefits and services offered are available in the Office of Human Resources.

Adopted: 8/4/92
Revised: 10/07

217 Services/Facilities Available

Below is a list of some of the services and facilities presently available to all LEC employees. Any expenses connected with these services or facilities are the total and complete responsibility of the employee.

BOOKSTORE:

Located on the first level of the Holden Center, the bookstore offers extended hours throughout the academic year. In addition to paperbacks and schoolbooks, the bookstore regularly stocks office supplies, LEC clothing and merchandise, greeting cards, postage stamps, snacks and other miscellaneous merchandise.

Purchases can be made via: cash, checks and VISA/MasterCard. Employee discounts are available on selected items.

CHECK CASHING:

The General Accounting Office will cash personal checks not to exceed \$50.00 per day for employees. There is a \$30.00 service charge for any check returned from the bank for insufficient funds.

The check cashing hours are from 9:00 a.m. to 3:00 p.m. during regular working days.

CAMPUS DINING ROOM:

Located on the second level of The Holden Center, the buffet-style dining room is open for breakfast, lunch and dinner. The open hours will be posted each semester.

Also available on the second level of the Holden Center is the Storm Café, which serves sandwiches, beverages, and snack food.

A meal ticket plan is available to all employees directly from the food service. Please ask the dining room staff for details.

EQUESTRIAN CENTER:

Located at 8031 Morley Road, the Equestrian Center offers private, semi-private and group community riding lessons as well as horse boarding facilities. Call the Equestrian Center for rate and availability information.

LAKE ERIE COLLEGE FACILITIES:

All employees of the College may have free personal use of campus buildings. (I.E. Mathews House and Morley Music Hall) providing the area has not been rented by a paying customer. Arrangements may be made through the College's Maintenance Department.

LAKE ERIE COLLEGE

ATHLETIC/HEALTH AND WELLNESS CENTER:

The Athletic/Health and Wellness Center is available for use by regular full-time employees with a Lake Erie College ID card. The open hours are posted each semester. Participants are required to wear proper gym clothing. All facilities are subject to closing due to classes, athletic team practices and games, tournaments and intramural activities.

LINCOLN LIBRARY:

General library and research facilities open for use by all employees with proper identification. Open hours will be posted each semester.

STUDENT LOUNGE:

The student lounge is located in the Holden Center. All employees are welcome to use the facilities available including vending machines, a big screen television, a music system and a pool table. The open hours will be posted each semester.

VENDING MACHINES:

A full service vending area is located on the Terrace level of College Hall which includes machines offering coffee, tea, soda, fruit juices, candy, general snacks, fruit and sandwiches. A change machine and a microwave oven are also located in this area.

A variety of snack and soda machines may be found in other heavily traveled areas throughout the campus and at the Equestrian Center.

Adopted: 3/1/85
Revised: 7/1/89
Revised: 8/4/92
Revised: 5/98
Revised: 10/07