

STILLMAN

Tuscaloosa, Alabama



STAFF HANDBOOK 2018-2019

FOREWORD

Stillman is a historically black comprehensive liberal arts college with a Christian ethos. It is understood, that persons who accept employment are in personal and professional harmony with the purposes and ideals of the College and will cooperate with colleagues and with the College Administration in carrying them out.

The statements set forth in the *Staff Handbook* form the basis for the relationship between a staff member and Stillman College. Each contract between a staff member and the College is bound by regulations found in the most current *Staff Handbook*. From time to time new policies may be promulgated or existing ones modified during a contract period. On such occasions, notification by e-mail and formal announcement will take place prior to implementation. This edition of the *Staff Handbook* subsumes and supersedes all editions published prior to January 2019.

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1. THE COLLEGE

1.1 Mission Statement

Stillman College is a liberal arts institution with a historical and formal affiliation with the Presbyterian Church (U.S.A.). It is committed to fostering academic excellence, to providing opportunities for diverse populations, and to maintaining a strong tradition of preparing students for leadership and service by fostering experiential learning and community engagement designed to equip and empower Stillman's students and its constituents.

1.2 Board of Trustees

The Board of Trustees is the legal body responsible for the corporate existence and governance of Stillman College. The officers of the Board of Trustees are Chairperson, Vice Chairperson, Secretary, Assistant Secretary, and Treasurer. The President of the College is an ex-officio member of the Board.

Two representatives to the Board are elected from the student body by the Student Government Association and two are elected from the faculty. Faculty and student representatives do not have the power to vote.

The Board of Trustees manages the property and business of the corporation and carry out any other functions, which are permitted by the articles of incorporation or by its bylaws except insofar as such powers may be limited by law.

1.3 Administrative Structure

1.3.1 General Administration

The Administration of Stillman is composed of the President, the Provost/Vice President for Academic Affairs, the Vice President for Finance and Facilities, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Vice President for Institutional Effectiveness, and the Vice President for Strategic Initiatives. In addition to these administrative officers, the administrative concept includes contributions from the faculty, staff, and students through the system of participatory governance.

The President of the College is elected the Chief Executive Officer of the College and the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President, as educational and administrative head of the College, exercises a general superintendence over all the affairs of the institution. The President also brings such matters to the attention of the Board and its committees as are

appropriate to keep the Board and its committees fully informed to meet their policy-making responsibilities and to provide such information as may be necessary upon request of the Board or its committees. The President has power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee. The President serves as *ex officio* member of all Board and College committees, except where prohibited in the bylaws.

The Executive Assistant to the President. Reports to the President and is responsible for daily operations of the President's Office. This Executive Assistant will supervise the Administrative Assistant and Board Liaison. He/She will be responsible for maintaining responsive communications and facilitating work-flow. The Executive Assistant will also be available for emergencies and respond to demands and/or issues from all departments and divisions of the College. Other specific duties include:

- Serve as the primary point of contact for the President's Office.
- Assist the Vice Presidents and Deans with responding to requests that need the President's and/or College's immediate attention.
- Develop, update, and maintain all mailing and email lists.
- Assisting the President in resolving a range of executive matters.

Governance Committees. In the administration of the College and the formulation of policies, various committees have been organized to develop policy and in some cases, to implement it. In each instance where a group sits to recommend policy or participate in making decisions, administration, faculty, and students are represented. Students, however, are not appointed to serve on committees that consider such matters as personnel, salary, promotion and tenure. Policies and decisions of a college-wide nature growing out of recommendations become operative upon approval by the appropriate vice president, the President, and, when appropriate, the Board of Trustees.

1.3.2 Academic Administration

Provost and Vice President for Academic Affairs. This officer serves as the chief academic officer of the College with delegated Presidential authority in academic matters and purview of the entire College. The Provost is responsible to the President for the general leadership and supervision of the academic program and scholarship of the institution. Among specific duties are the following:

- Preparing and managing the academic budget.

- Leading the faculty in acquiring external support for its programs.
- Spurring scholarly and creative activities and research at the college.
- Approving class schedules, teaching assignments, field trips, and faculty absences.
- Selecting and recommending division deans to the President and approving department chairs recommended by the deans.
- Reviewing and recommending faculty for promotion and tenure.
- Serving as chief administrative officer in the absence of the President.

Deans of the Schools. Report to the Provost, serve as chief administrative and academic officers of their respective divisions, and have responsibility for coordinating, directing, and planning all activities within their divisions. Specific duties include:

- Supervising and evaluating performances of department chairs and faculty in their divisions and recommend appointments, renewal, non-renewal, promotion, and tenure.
- Preparing divisional budget and engages in fund development and public relations
- Chairing committees for consideration for promotion, tenure, and post-tenure review.
- Providing leadership for research, scholarship, and professional activity.
- Giving oversight to curricular issues.
- Teaching appropriate courses within the division.

Dean of the Library. Reports to the Provost and has responsibility for managing the Library and supervising the staff in the main Library and the Media Center. Specific duties include:

- Planning, developing, and implementing the program of operation for the Library.
- Formulating policies governing use of collections.

- Assessing the effectiveness of collections to support the educational program.
- Coordinating acquisitions, seeking input and working collaboratively with faculty and others.
- Preparing and administering the budget.
- Evaluating and making recommendations regarding library personnel.

Director of Educational Support Services. Reports to the Provost and is responsible for interpreting the program's regulations and implementing the goals and objectives of the program as they relate to disadvantaged students and students from diverse backgrounds. Specific duties include:

- Providing leadership for the organization and administration of TRIO Programs.
- Preparing required reports for the funding agency and host institution.
- Developing and maintaining communication with the College, target schools and community agencies.
- Maintaining an effective evaluation and documentation system for TRIO Programs.

Department Chairmen. Report to the Division Deans and serves as the administrative and academic head of the department. Specific duties include:

- Preparing schedule of courses to be offered by the department each semester.
- Serving on peer review committee.
- Evaluating performance of faculty and other personnel in the department.
- Preparing annual departmental budget.

Program Coordinators. Report to the Department Chair in academic departments where there are more than one major. Program coordinators provide leadership for the curriculum development and review process. Specific duties include:

- Scheduling teaching assignments within the major.

- Proposing changes to the curriculum as needed.

Dean of Enrollment Management. Reports to the Provost and has the responsibility of coordinating all institutional programs aimed at enrolling students, creating structures to retain them once enrolled, and supporting their matriculation to graduation. The Office of Enrollment provides intrusive and individualized interventions to students in need. Specific duties shall include but are not limited to:

- Implementing strategies that will grow, stabilize, and promote a suitable student enrollment.
- Assisting students in their academic and social integration.
- Helping students achieve their educational potential by providing appropriate financial resources.
- Designing, developing, and implementing the College's program of academic record keeping.
- Providing resources necessary to allow students to matriculate successfully to graduation.
- Conducting research to identify the best predictors of student retention and attrition.

Director of Admissions. Reports to the Dean of Enrollment Management and plans, coordinates, and implements a comprehensive program for recruitment, admissions, and enrollment. Other related duties include:

- Executing strategies to maintain enrollment targets.
- Supervising the admissions counselors.
- Representing and assigning others to represent the College at off-site student-centered functions.
- Analyzing the student market and making relevant recommendations regarding public relations and advertising spending.

Director of Financial Aid. Reports to the Dean of Enrollment Management and plans the College's overall program of student financial aid. This officer is also responsible for providing institutional leadership concerning financial aid

computer systems for federal, state, and college financial aid funds awarded to eligible students. Provides daily supervision of and training of certain support personnel. Other specific duties include:

- Preparing all required reports, applications, and maintaining records of all aid programs.
- Overseeing the electronic data exchange program and the direct loan program between the College and the U.S. Department of Education.
- Working with the Business Office to insure that all reports due to government agencies are timely and correct.
- Participating in assuring and maintaining the NCAA Compliance Program.

1.3.3 Student Affairs Administration

The Vice President for Student Affairs. Reports to the President and has responsibility for the overall planning, directing and management of Student Affairs programs and personnel. Among specific duties are the following:

- Preparing and managing the student affairs budget.
- Supervising the residence halls and developmental programming.
- Supervising all student life and activities, including related facilities.
- Providing oversight for wellness programs and intramural athletics.
- Providing general oversight of student development, career and health services and other support programs to insure their effectiveness.
- Serving as the college liaison with food service contracts.
- Monitoring student behavior and serving as the dean of students for disciplinary action.

Dean of Student Life. Reports to the Vice President for Student Affairs and has responsibility for overall vision and effectiveness of student services. Specific duties include:

- Initiating and coordinating a wide range of extra-curricular educational activities that enable students to realize their fullest intellectual and personal potential.

- Providing counsel, support, and oversight for the Student Government Association and all chartered and official student organizations.
- Collaborating with faculty and staff to enrich leadership development through student activities.
- Preparing and administering the student activities budget.

Director of Student Activities. Reports to the Dean of Student Life and has responsibility for providing general direction, centralization, and coordination of extracurricular activities of the College. Specific duties include:

- Initiating and coordinating a wide range of extra-curricular educational activities and intramurals for student participation.
- Scheduling the use of facilities by students.
- Directing the Hay College Center with all attendant tasks and responsibilities.

Director of Residence Life/Housing. Reports to the Vice President for Student Affairs and has responsibility for administering the total program of campus housing for students. Specific duties include:

- Developing effective procedures for roommate selection and room assignments.
- Planning, developing and implementing training for residence hall staff and student leaders.
- Inspecting residence halls and reports the need for structural and mechanical repairs.
- Encouraging and assisting staff and student leaders to plan and implement developmental programs and activities in residence halls.
- Evaluating and making recommendations regarding the student housing program.

Director of Student Development. Reports to the Vice President for Student Affairs and has responsibility for planning, organizing, developing, supervising and coordinating the overall program of counseling, testing, career planning and placement and health services. Specific duties include:

- Counseling students with academic, social, economic, and personal problems and making referrals when needed.
- Organizing and administering an orientation program for beginning freshmen, transfer and international students.
- Planning, organizing, and developing program activities that assist students in career planning, explorations, and placement; and issues related to developmental needs of students.
- Providing necessary supervision, coordination and centralization of student health services, programs, activities and facilities for proper diagnosis, treatment, referral and maintenance of student health.

Director of Career Services. Reports to the Vice President for Student Affairs and has responsibility for coordination and support of career related activities at the College. Specific duties include:

- Providing assessment and counseling to assist current and prospective students and alumni in evaluating their skills, interests, aptitudes, and abilities.
- Serves as academic advisor to students undecided about declaring a major.
- Providing individualized career counseling and assistance for resume development, interview preparation, and reviewing job-seeking strategies.
- Planning, organizing and developing programs and activities that assist students in career planning, exploration and placement.
- Providing classroom and workshop presentations.

Chief of Campus Police. Reports to the Vice President for Student Affairs and provides security and protection to life and property on the premises of Stillman College. Specific duties include:

- Planning and supervising campus patrol.
- Investigating, reporting and following up on alleged or reported crimes against persons and property, as well as the general decorum of the campus.
- Supervising and training security personnel.
- Designing and managing a traffic management system.
- Designing, implementing and evaluating all security programs.

Director of Athletics. Reports to the Vice President for Student Affairs and has responsibility for administering the men's and women's intercollegiate athletics program. Specific duties include:

- Supervising the coaching staff and assists in planning, developing, implementing and evaluating the athletic department program activities.
- Keeping abreast and complying with NCAA and Division II regulations.
- Preparing scheduling and game contracts, securing officials, administering home and away contests, and arranging team travel and eligibility screening.
- Developing and implementing fund-raising plans for the athletic program.
- Developing and fostering positive public relationships within the College community and larger community.

Compliance Officer. Reports to the Athletic Director and has responsibilities that include but are not limited to:

- Directing and administering all aspects of a NCAA Division II compliance program.
- Providing direction for departmental programs and staff in the area of athletic academic support services and specified sport programs.
- Conducting ongoing compliance education programs for all constituents.

Senior Women's Administrator. Reports to the Athletic Director and is responsible for aiding senior management with a wide range of experiences in sports and intercollegiate athletics. Specific duties include:

- Serving as spokesperson for the needs and interests of women within the intercollegiate athletics department.
- Serving as a resource for students, coaches, administrators and others, educating them on issues affecting intercollegiate athletics.
- Monitoring implementation of gender-equity plan.
- Leading student-athletes in successfully balancing academics and athletics.

1.3.4 Finance and Facilities Administration

The Vice President for Finance and Facilities. Reports to the President and is the chief financial officer of the College with delegated Presidential authority in business affairs. Specific duties include but are not limited to:

- Serving as point of contact and conduit for legal actions and transactions
- Negotiating contracts with vendors for institutional purposes.
- Serving as treasurer for the Board of Trustees and the Foundation.
- Preparing financial reports to inform and advise leadership and governance functions.
- Compiling and exercising general superintendency over the College's budget.

The Business Manager. Reports to the Vice President for Finance and Facilities and provides general management for the day-to-day accounting, technology, and logistics functions of the business affairs of the College. Specific duties include:

- Distributing monthly budget statements to campus units.
- Supervising all accounting functions and personnel.
- Insuring fidelity to all applicable legal standards in accounting purposes.
- Generating reports as required to inform management decisions.
- Insuring the efficiency and integrity of fiscal affairs computing.

Director of Human Resources. Reports to the Vice President for Finance and Facilities and is responsible for executing the processes and policies relative to employment and benefits at the College. Specific duties include:

- Insuring the College's compliance with all federal, state, and city policies governing Human Resource Management.
- Insuring that evolving regulatory requirements are incorporated into the College's processes.
- Providing oversight and management of personnel policies relative to payroll and benefits.

- Developing training initiatives, staff development and education activities.

Director of Accounting. Reports to the Business Manager and is responsible for supervising all accounting functions as well as student records, cash management, and fiscal reporting. Specific duties include:

- Performing end of month closing.
- Supervising data input for personnel who execute payables, payroll, cash receipts, and cash disbursements.
- Performing cash management, analysis and reconciliation for short-term investments, payroll, federal depository, construction, emergency student loan and operating accounts.

Director of Auxiliary Services. Reports to the Vice President for Finance and Facilities and is responsible for supervision of the College bookstore and post office. Specific duties include:

- Managing shipping and receiving area.
- Managing property inventory.
- Supervising the production of campus identification cards.

Director for Campus Services. Reports to the Vice President for Finance and Facilities, and is responsible for the overall superintendence of college property, including supervision and maintenance of the physical plant. Specific duties include but are not limited to:

- Overseeing the performances of the supervisors of operations and housekeeping and manager of athletic fields.
- Overseeing the use and conservation of energy.
- Employing and supervision of outside contractors.
- Overseeing the use and maintenance of college vehicles.
- Insuring proper functioning of campus systems, i.e. power and climate controls.
- Maintaining an inventory of college's physical assets.

- Insuring compliance with risk management requirements of the insurance carrier.
- Insuring proper maintenance of auxiliary houses, apartments, and property.
- Employing and training relevant personnel.

Senior Director of Information Technology. Reports to the Vice President Finance and Facilities, and with limited supervision, maintains the computing systems and resources of the College. Specific duties include:

- Recommending and installing microcomputer and network configurations and software to support the needs of the College.
- Supervising all other personnel in the IT area.
- Developing and maintaining technological mechanisms for communicating between the College and its various publics.
- Coordinating computing and network systems operation and applications training.

Grants and Contracts Administrator. Reports to the Vice President for Finance and Facilities and serves as the liaison with funding agencies, donors, and principal investigators to maintain grant files and prepare reports. Specific duties include:

- Coordinating the accounting functions related to sponsored programs and other restricted accounts.
- Investigating potential non-academic grant opportunities and submits grant proposals.
- Assisting Principal Investigators in the financial reporting and other administrative requirements for grants/contracts.
- Reviewing budgets for grant proposals.
- Managing the Perkins student loan collection program.

1.3.5 Institutional Advancement Administration

The Vice President for Institutional Advancement/Director of Title III Reports to the President and serves as the chief fund raising officer with delegated Presidential authority in such matters. Specific duties include:

- Identifying and soliciting major institutional donors.
- Providing leadership for the development and relational functions of the College, i.e., foundation relations, alumni relations, and church relations.
- Developing and directing donor recognition programs.
- Maintaining cooperative, beneficial liaison with UNCF and Presbyterian Church (U.S.A.).
- Researching and managing capital campaign efforts.
- Executing and fostering research necessary to keep College development on the cutting edge.
- Administering the College's Title III Program.

Director of Alumni Affairs. Reports to the Vice President for Institutional Advancement and works to cultivate and maintain strong bonds between the College and its alumni. The director plans, organizes, and executes a comprehensive program of activities, events, and services that reconnects graduates to the College and each other. Specific duties include:

- Supervising coordination for class activities; reunions; local or regional club/chapter programs; on campus events; student alumni club programs; volunteer recruitment/training; alumni search and annual fundraising program.
- Maintaining current data files of alumni names and addresses.
- Monitoring and recommending updates to the alumni web page.
- Maintaining appropriate liaison with officers of the Stillman National Alumni Association.
- Preparing written reports as necessary on alumni meetings and events.

Scholarship Program Coordinator/Assistant Director of Title III. Reports to the Vice President for Institutional Advancement to coordinate and manage the scholarship program. The Coordinator manages the award processes, prepares

reports, collaborates and communicates with appropriate departmental offices, and serves students scholarship needs. Specific duties include:

- Providing guidance and support to the Scholarship Committee.
- Implementing, coordinating, directing and maintaining scholarship program.
- Acting as liaison between faculty/staff, students and the public to provide information and resources regarding scholarship activities and programs.
- Maintaining ongoing relationships by initiating and responding to individual donors, corporations and businesses, Trustees, administrators, community organizations, and private foundations.
- Conducting Scholarship Reception.
- Working with the Accounting Office to utilize management tools to determine scholarship fund availability and managing expenditures.
- Monitoring student performance for continued scholarship eligibility and resolving issues related to student eligibility in collaboration with the Office of Student Finance.
- Coordinating and aligning CFANS, departmental, and Office of Admissions processes to award scholarships to diverse new students to enhance strategic recruitment goals and efforts.

1.3.6 Institutional Effectiveness Administration

The Vice President for Institutional Effectiveness. Reports to the President and provides leadership to develop, integrate, and support initiatives and projects related to improving strategic planning, assessment, and reporting, while monitoring institutional compliance with federal regulations and accrediting agencies. Specific duties include:

- Supporting college-wide strategic planning and coordinating systematic monitoring of progress on strategic and operational goals.
- Coordinating a system of college-wide assessment.
- Coordinating a systematic process of new program evaluation and approval.

- Coordinating a systematic process of assuring the quality of academic programs through the oversight and support of accreditation activities and academic program review.
- Providing objective information that supports transparency and a culture of evidence.
- Collecting, analyzing and disseminating institutional data to support planning, management, operation, and making informed data-driven decisions that lead to continuous organizational improvement.

Director of Institutional Research. Reports to the Vice President of Institutional Effectiveness, and, with limited supervision, plans, develops and directs the College's overall program of institutional research. Specific duties include:

- Conceptualizing and conducting institutional studies and analyses of student and personnel performance for the purpose of facilitating decision-making by Stillman College administration.
- Coordinating the completion of institutional reports and surveys.
- Compiling data that describe the College's faculty, staff, student programs, facilities, and funds.

Registrar. Reports to the Vice President of Institutional Effectiveness, and has responsibility for designing, developing, and implementing the College's program of academic record-keeping. Specific duties include:

- Directing the processing and issuance of academic degrees and certificates.
- Certifying students for academic honors, probation/suspension, and for eligibility to participate in designated activities.
- Planning and directing registering of students admitted to the College.
- Maintaining a transcript service for all students and alumni.
- Serving as the College's Veterans Affairs Officer.
- Participating in assuring and maintaining the NCAA Compliance Program.

1.3.7 Strategic Initiatives Administration

The Vice President for Strategic Initiatives and Executive Director of Stillman Foundation. Reports to the President and has the purview and overall responsibility of the external affairs of the College. The officer provides institutional leadership in designing, developing, facilitating, supporting and implementing strategic planning and arrays of presidential initiatives, programs, relationships, and strategies that support achievement of the mission of the College, while building sustainable partnerships that expands the growth and development of the Stillman community. Specific duties include:

- Preparing and managing the strategic initiatives budget.
- Conceptualizing and facilitating college-wide strategic planning process.
- Leading and directing systemic planning, developing, and maintaining new partnerships and projects.
- Spearheading, coordinating, developing, analyzing, and disseminating institutional reports to support strategic communication and informed decision making that leads to continuous organizational improvement.
- Providing leadership in identifying, developing, launching, managing, and maintaining or closing out strategic programs that have significant impact on one or more units or functions of the College
- Leading and establishing the environment that supports Sponsored Programs activities and encourages faculty and staff to pursue sponsored research and collaborative partnerships.
- Assisting the President in advancing institutional goals through collaborative initiatives with other divisions.
- Interpreting conceptual plans, alternatives, present strategies, and innovative approaches for institutional development.
- Leading and managing Stillman Foundation in a manner that supports and guides the organization's mission and the vision of the president.

Associate Vice President of Government & External Relations. Reports to the President, but works under the Division of Strategic Initiatives. This position operates under the major functions of governmental affairs, public policy, community engagement,

and Board of Trustees liaison. Working in collaboration with key divisions on campus, the AVP plans and executes a comprehensive, proactive government affairs strategy that advances the College's mission and goals with local, regional, state, and federal elected officials. The AVP will also serve as the direct contact for the Stillman College Board of Trustees; he/she will facilitate communications between the College and the Board, organize board meetings and conference calls; produce board reports; and facilitate requests from the whole or individual members. Specific duties include:

- Researching, convening, and facilitating key initiatives and programs that build support among college constituents and external stakeholders.
- Advising the President and other campus administrators on measures that strengthen existing external relationships and support the development of new ones.
- Providing leadership in streamlining campus-wide community engagement efforts to leverage available resources.
- Serving as the President's liaison to the Board of Trustees.
- Assisting, planning and directing special presidential initiatives and projects.
- Representing the President and the College at events and programs in the community.
- Developing strategies to advocate for college priorities and maintain positive relationships with the community and the College's legislative delegation.

Director of Community Relations. Reports to the Vice President for Strategic Initiatives and has responsibility for designing strategies, coordinating programs and processes, and implementing partnerships that supports the Colleges operations and mission. Specific duties include:

- Coordinating, convening and facilitating institutional initiatives and programs that build support among college constituents and external stakeholders.
- Advising the Vice President, President, and other campus administrators on measures that strengthen existing external relationships and support the development of new ones.
- Serving as the Stillman College Foundation's liaison to the College's

external constituents.

- Assisting, planning and directing key Foundation initiatives and projects.
- Representing the College at events and programs in the community.
- Assisting and implementing strategies that advocate for college outreach and engagement.
- Leading, fostering, and maintaining positive relationships with the community and other College's stakeholders.

2. ORGANIZATIONAL STRUCTURE OF FACULTY AND STAFF

2.1 General

All faculty and professional staff members are expected to serve on committees. Appointments to committees are on the basis of preference or election insofar as positions are available. Service on committees, preferred or elected, is normally for a period not less than two years.

2.2 Principle

The Stillman College Faculty and Staff participate in managing the College through a system of participatory governance which consists of a network of committees whose members are faculty, administrators, and staff and, where appropriate, students. At joint meetings of the faculty and staff each semester, general institutional aspirations, information, and policies are presented and considered. At regularly scheduled faculty meetings (Faculty Assembly) all matters of academic or general faculty interest are presented and considered. Normally, the Academic Affairs Committee, a representative body, wherein all members hold faculty rank, with the exception of student representatives, will determine academic policy. The actions of all committees are advisory to the President. Committee actions do not supersede prerogatives normally accorded administrators in the professional execution of their responsibilities.

2.2.1 Committee Structure

Committees serve the purposes of providing administrative oversight, policy-making, service, and information. Committees may report, for the sake of information, to the all campus-wide Assemblies. In an appellate sense, some committees may report to the Academic Affairs Committee or to the President's Cabinet as indicated below.

For review and implementation and recommendations, committees may report to the vice president responsible for the area of concern. At their pleasure, a quorum of the entire faculty or faculty and staff may consider any matter of legitimate concern without first resorting to the use of any committee by constituting a Committee of the Whole. A quorum consists of at least half of the faculty or faculty and staff, as the case may be, plus one person.

2.2.2 Qualifications for Assembly and Committee Membership

All employees of Stillman College who hold faculty status are members of the Faculty Assembly and the Faculty-Staff Assembly and are eligible for committee memberships in accordance with the guidelines of committees. Staff employees are members of the Faculty-Staff Assembly and are eligible for membership on the appropriate committees. In prescribed instances, administrators and professional staff employees may hold membership on selected committees by virtue of their positions.

2.2.3 Meetings

Faculty-Staff assemblies will take place during the Opening Institute each semester and at other times as the need arises. By Presidential delegation, the Provost will preside at meetings of the faculty or faculty/staff. Standing committees of the College have the option to schedule their meetings at times and places agreed upon by the membership.

2.3 Committees

2.3.1 Academic Affairs Committee

Personnel:

Provost (Chairperson), Academic Deans of Schools, Dean of Library Services, four members elected from the faculty, two students appointed by the Student Government Association, and four ex-officio members: Vice President Institutional Effectiveness, Dean of Enrollment Management, Director of Educational Support Services, and the Registrar. (15)

Duties:

To act on and originate recommendations from the faculty and other appropriate sources regarding general academic policy and other matters pertaining to the educational aspirations and problems of the College, including requirements for admissions and graduation, number and identification of departments and divisions, teacher loads, new

majors and minors, and matters of general academic interest to the faculty and the College. The committee meets monthly and its actions are subject to the review of the President's Cabinet and/or the President.

2.3.2 Athletics Committee

Personnel:

Six members of the faculty (without coaching duties), appointed by the President, and two students appointed by the Student Government Association. The Director of Athletics shall serve as the Convener. (9)

Duties:

To provide oversight for the intercollegiate athletics program for the College, including general policies governing the administration of athletics. Particular attention shall be given to NCAA matters. The committee reviews and approves athletic schedules so as to ensure the integrity of the student-athlete's educational experience. It reviews and affirms the eligibility of all students prior to their participation in intercollegiate competition. The committee meets monthly and reports to the Vice President for Student Affairs.

2.3.3 Judiciary Committee

Personnel:

Two faculty or staff members appointed by the President, four faculty members appointed by the Faculty Committee on Committees, and three students appointed by the Student Government Association. The Committee elects the Convener. (9)

Duties:

To render judgment in cases referred by the Vice President for Student Affairs under the College Code of Conduct. To render judgment in matters of academic dishonesty formally referred by faculty. To render judgment on charges of academic malfeasance or malfeasance formally made by students against faculty. To render judgment on charges of non-academic malfeasance formally made by students against staff. This committee meets as needed to handle cases and reports its decisions and recommendations to the Vice President for Student Affairs or the Provost.

2.3.4 Faculty Committee

Personnel:

Five members elected by the Faculty Organization, at least three of whom must be tenured professors. Three years of employment shall be required for service on this committee. The Committee elects its convener. (5)

Duties:

To hear cases involving alleged violations of faculty rights, especially contractual rights, as well as other grievances against the College administration. The committee has special responsibility for hearing and making recommendations regarding alleged discrimination in handling of promotion, tenure, and matters of academic freedom. In addition to making findings, the committee may recommend remedies. This committee meets as needed and reports its findings to the President's Cabinet and to the affected party(ies).

2.3.5 Staff Committee

Personnel:

Seven members from the full-time staff, nominated by the area vice presidents, at least four of whom must have been employed by the College for five years or more. The Committee elects its convener. (7)

Duties:

To hear cases involving alleged violations of staff rights, especially conditions of employment, as well as other grievances against the relevant supervisor. The committee has special responsibility for hearing and making recommendations regarding alleged discrimination and arbitrary sanctions. In addition to making findings, the committee may recommend remedies. This committee meets as needed and reports its findings to the President's Committee.

2.3.6 Scholarship Committee

Personnel:

Scholarship Coordinator (Convener), Student Success Coordinator, Vice President for Institutional Advancement, Dean of Student Life, Director of Financial Aid, Coordinator/Counselor of Student Support Services, Professional English Tutor/Student Support Services, Chair of English Department, Vice President of Finance and Facilities and two students appointed by the Student Government Association. (11)

Duties:

To recommend criteria for awarding the various scholarships administered by the College. To recommend and implement within the framework of federal and state regulations and College policy, procedures for awarding financial aid to students. The committee receives regular reports on and monitors scholarship awards to insure budget integrity. This committee meets weekly and reports to the Vice President for Finance and Facilities.

2.3.7 Library Committee

Personnel:

Dean of the Library (Convener), one assistant librarian elected by the faculty, three faculty members appointed by the Faculty Committee on Committees with one from each academic school of the College, one staff member appointed by the Staff Committee on Committees, and two students appointed by the Student Government Association. (8)

Duties:

To recommend policies and procedures governing library acquisitions and utilization. To consider and make recommendations regarding the creation and utilization of non departmentally-based media and technology laboratories. This committee meets once per semester and reports to the Provost.

2.3.8 Faculty Committee on Committees

Personnel:

Five members elected by the Faculty Organization during a spring meeting of each odd numbered year and Senior Faculty Representative to the Board of Trustees The Junior Faculty Representative to the Board of Trustees serves as an ex officio member. The Committee elects its convener. (7)

Duties:

To circulate committee preference forms and make committee assignments based thereon. To hold elections for faculty representatives to the Board of Trustees and faculty representatives on the Academic Affairs, Executive, and Faculty

Committees, as well as other committees requiring faculty election. In execution of its duties, the Committee, to the extent practical, takes into account the diversity of the College. This committee meets as needed and reports to the Faculty Organization and Provost.

2.3.9 Staff Committee on Committees

Personnel:

One staff member appointed by the President, one staff member appointed by the Provost, one staff member appointed by the Vice President for Institutional Advancement, one staff member appointed by the Vice President for Finance and Facilities, one staff member appointed by the Vice President for Student Affairs, one staff member appointed by the Vice President for Institutional Effectiveness, and one staff member appointed by the Vice President for Strategic Initiatives. The Committee shall elect its convener.

Duties:

To circulate committee preference forms and make committee assignments based thereon. To hold elections for committees requiring staff election. In execution of its duties, the Committee, to the extent practical, takes into account the diversity of the College. This committee meets as needed and reports to the President.

2.3.10 Campus Security Committee

Personnel:

Chief of Police (Convener), Director of Plant Operations, Safety Director, Director of Student Development/Health Center, Director of Student Support Services, two faculty appointed by the Faculty Committee on Committees, two staff appointed by the Staff Committee on Committees, and two students selected by the Student Government Association. (11)

Duties:

This committee serves as the college-wide steering committee for the Student Right-to-Know and Campus Security Act. It is responsible for dissemination of information and reports. The Committee is also responsible for recommending appropriate courses of action to the various administrative units. Specific responsibilities: 1) develop and review campus security policies, 2) develop and review campus emergency response procedures and plans, 3) develop and review policies

governing access to academic buildings, residence halls, and other facilities, 4) develop procedures for inspecting campus lighting and shrubbery, 5) determine notification procedures, 6) encourage safety and security education and awareness programs on campus, 7) encourage accurate and prompt reporting of crimes to campus and local police, and 8) prepare the annual report concerning policies on crime prevention issues and statistics on specific crimes. This committee meets monthly and reports to the Vice President for Student Affairs.

2.3.11 Student Affairs Committee

Personnel:

Vice President for Student Affairs (Convener), Dean of Student Life, Director of Residential Life, two faculty appointed by Faculty Committee on Committees, two staff appointed by Staff Committee on Committees, and two students appointed by the Student Government Association. (9)

Duties:

To consider and make recommendations on matters concerning all phases of student life and activities. This includes a wide range of recreational, leisure, and religious activities. Inclusive among student activities are those that take place in the Hay College Center and relate specifically to the operation of the Hay College Center. This committee meets monthly and reports to the Vice President for Student Affairs.

2.3.12 Institutional Assessment Committee

Personnel:

Vice President for Institutional Effectiveness (Convener), Vice President for Strategic Initiatives, Director of Institutional Research, Provost, Director of Student Support Services, Director of Information Technology, Director of Quality Enhancement Plan, and one faculty from each school appointed by the Faculty Committee on Committees. (10)

Duties:

To plan, review, and execute (participate in) evaluation of all phases of institutional life, with special attention to academic assessment. The work undertaken by the Committee does not replace or supersede discrete unit assessments, but may be considered the global institutional research and effectiveness function. This committee meets monthly and reports to the President's Cabinet.

2.3.13 Finance and Facilities Committee

Personnel:

Vice President for Finance and Facilities (Convener), Director of Grants and Contracts, Vice President for Institutional Effectiveness, Director of Information Technology, one faculty member appointed by the Faculty Committee on Committees, one staff member appointed by the Staff Committee on Committees, and one student appointed by the Student Government Association. (7)

Duties:

To monitor all financial matters and review reports concerning the financial status of the college; review and/or make recommendation concerning all budget matters involving revenue and expenditures; and support the College's Strategic Plan goals and objectives by promoting safe, adequate, well-maintained facilities and signage that support excellence in education and maintain the aesthetics of the college's facilities. This committee meets monthly and reports to the President's Cabinet.

2.3.14 Institutional Planning Committee

Personnel:

Vice President for Strategic Initiatives, Vice President for Institutional Effectiveness, Provost, Vice President for Finance and Facilities, Dean of Library Services, Director of Public Relations, one faculty member from each school appointed by the Faculty Committee on Committees, one staff member appointed by the Staff Committee on Committees, and one student appointed by the Student Government Association. (10)

Duties:

To validate that Stillman College engages in ongoing, integrated, and institution-wide research-based planning, administration, and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement, and demonstrates that the institution is effectively accomplishing its mission. The committee will also ensure Stillman College identifies expected institutional goals for its education programs and its administrative, and education support services; evaluate processes and evidence to determine whether its achieves these goals; and demonstrates that the evidence is utilized as a part of continuous improvement plan. The committee will monitor special projects and/or activities of the College and assist in planning and

coordinating all major institutional publication. This committee meets monthly and reports to the President's Cabinet.

2.4 Committee Guidelines

2.4.1 Meetings

The frequency of required meetings are provided in the duties section of each committee provided above. The Convener is responsible for ensuring that meetings are held as specified. Unless otherwise specified, committee meetings are open to any faculty or staff member who might wish to attend. The President of the College serves as an ex-officio member on all committees.

2.4.2 Structure

Each committee elects a chairperson/convener as prescribed. In addition, a reporter should be elected or appointed. A committee may appoint subcommittees that extend beyond the core membership to assist in executing its duties.

2.4.3 Reporting

All meetings wherein action is taken, assignments made, and recommendations are agreed upon should have written minutes. Such minutes should be forwarded by the reporter, via the chairperson, to the appropriate office or campus body. By the end of each academic year, each committee should prepare and submit annual reports on its activities, especially recommendations that may have been made that are pending action. Such reports should be submitted to the designated College Officer, the Office of Institutional Research, and the Committee on Committees. All committees are expected to make an oral presentation of the actions at the fall and spring Faculty-Staff Assembly.

2.4.4 Evaluation

The performance of committees, the chairs of committees, and members of committees shall be evaluated annually via a process to be published by the Office of Institutional Research.

3. THE STAFF

3.1 Definition

The categories of full-time staff are: **Executive, Senior Administration,**

Directors/ Managers, General Staff, Support Staff, and Hourly Workers.

Executive employees are officers of the College and work with designated authority serving at the pleasure of the President. This category includes all Vice Presidents and the Chief of Staff.

Senior Administrators usually report to a Vice President and have specific responsibilities for programs and areas under the general responsibility of the Vice President. This category includes all Assistant and Associate Vice Presidents and Deans. These employees are also subject to presidential discretion.

Directors/Managers are responsible for designated areas and answer to a relevant Vice President or Senior Administrator. They are subject to conditions of employment set out in the Staff Handbook. This category includes all directors, coordinators, and managers.

General Staff includes those employees who carry out the functions of the College usually in non-supervisory positions. These employees are paid monthly and are exempt from timekeeping and overtime provisions of the Fair Labor Standards Act.

Support Staff includes those involved in clerical/technical tasks necessary to support the overall operation of the College. Members of the Support Staff fall into four categories: secretaries, administrative assistants, division secretaries, and executive secretaries. Secretaries are primarily responsible for word processing, filing, maintaining correspondence, records and other documentation and other clerical duties. Administrative Assistants and Executive Secretaries manage the communications of a vice president or dean and occasionally make practical decisions in the vice president's or dean's absence. Administrative Assistants and Executive Secretaries hold bachelor's degrees. In unusual circumstances, exceptional experience may be considered in lieu of the bachelor's degree.

Salaried Staff employees are paid monthly, and are exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act. The workweek for exempt employees may consist of 40 plus hours per week. Employees who are consistently absent and are unable to perform the essential work of their position and fail to be present at mandated meetings may be subject to disciplinary actions up to but not limited to termination.

Hourly Staff includes employees who engage in work related to the general service and maintenance of College property and equipment. This category may include temporary staff, who may be full-time or part-time depending upon the need and/or tasks they are to perform. These employees are appointed for a specific period of time and may

or may not be renewable based upon the funding source and/or others factors regarding continued employment at the College. Hourly Staff work 40 hours per week, are paid bi-weekly, and are not exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act.

3.1.1 Definition of Temporary Staff

From time to time external funding may be acquired for projects of specified duration and purpose. Persons hired to execute such projects are temporary employees. Others hired due to the lack of availability of persons with the desired full-time credentials are also considered temporary employees.

3.1.2 Definition of Part-Time Staff

A part-time staff person is a regular or temporary employee normally scheduled to work 25 hours or less per week and is not eligible for benefits.

3.1.3 Appointment of Temporary Staff

Temporary staff members are appointed through the normal protocol for hiring staff for permanent positions. Notwithstanding the fact many temporary positions may carry dates other than the normal fiscal year; no person may begin work prior to all of the required human resources steps having been completed.

3.1.4 Terms of Temporary Employment

The terms of a temporary appointment are set out in the hiring letter or contract. Whether funded by the institution or restricted grant, the beginning date and ending date are set out and represent the full term of the agreement.

3.1.5 Work Hours for Temporary Staff

The normal workweek for temporary full-time staff consists of 40 hours, but is subject to the professional obligations inherent in the position. Ordinarily, the work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

3.1.6 Benefits of Temporary Staff

Benefits afforded to persons hired in temporary positions funded by grants are limited to those specified and paid by the grant. Such benefits end on the last day of employment or the term of the grant. The College does not pay residual benefits that were initially funded by the grant.

Temporary staff, where allowable, may receive short-term disability but are ineligible for long-term disability and unemployment benefits unless it is funded by the grant for which the person is employed.

3.2 Recruitment and Appointment

3.2.1 Recruitment

The director of a unit shall initiate recruitment for a staff vacancy or newly authorized position. The College advertises vacancies on the Stillman College website and other appropriate media. Qualified applicants will be considered by the unit leader or appointed search committee. The credentials of the preferred candidate(s) shall be forwarded to the vice president for review and arrangement(s) for campus interview(s). Candidates who seek employment with the College must submit to a national background search as terms for employment.

3.2.2 Appointments

Before faculty appointments can be made, official copies of credentials, signed employment applications, and signed background authorization forms must be on file. Division deans make recommendations for appointments to the Provost for concurrence. The Provost will submit recommendations along with a completed application packet to Human Resources. Upon review by Human Resources, the recommendation and application packet will be submitted to the President for approval.

3.2.3 Terms of Employment

The terms of each staff appointment, including the beginning and ending dates of employment and the major services to be rendered, are specified in a written contract, signed by the President and the staff member. Each contract is bound by regulations found in the most current *Staff Handbook*. The Contract constitutes the entire agreement between the staff member and Stillman College.

Personnel decisions are made at the unit level. Hiring decisions are made in the following manner: A recommendation is made by the immediate supervisor in which the person is expected to work and must be endorsed by the head of the division or unit of the College. With the exception of Plant Operations, persons offered employment by the College will not be added to the payroll without prior endorsement from the President's Office and a signed executed contract. Supervisors who have confirmed new candidates for employment with the College, may not actively engage pending candidates in written and/or proposed job duties/responsibilities prior to a signed and executed contractual agreement. Such engagement may result in disciplinary actions, suspension

and/or termination. Hourly and temporary employees are exempt from this process.

3.2.4 Evaluation

Evaluation of staff is an integral part of professional development. All staff will receive an annual summative evaluation on their performance by their direct supervisor and/or vice president. All part-time employees who work during the academic year will be evaluated the same as full-time employees.

3.2.5 Outside Employment

An individual may not engage in outside professional or volunteer activities that interfere with their job performance at the College, or one that involves product or services currently provided by the College, competes with the College's services or activities, or requires the use of the College's facilities, and equipment.

3.2.6 Promotion and Transfer

It is the policy of the College to encourage staff development and provide opportunities for personal growth when possible. Employees should check with the appropriate supervisor or vice president for these opportunities.

Transfers will be approved only when conditions are mutually agreed upon and are beneficial to the College and to the persons concerned. Only written requests will be considered. Staff who transfer from College-funded positions to grant-funded positions are eligible for benefits and pay increments according to the terms of the grant.

3.2.7 Work Hours

A typical workweek for full-time non-hourly employees is dependant on the nature of their specific positions, but may otherwise be thought of forty hours. Normal lunch hours are between 11:30 am to 2:00 pm with one-hour duration. Part-time employees working four hours or less are not entitled to work break. Part-time employees who are scheduled to work more than four hours per day will receive a 15-minute work break. Full-time hourly employees who receive one-hour lunch breaks are not entitled to work breaks.

Employees who are severely and/or habitually late may be subject to having such tardiness charged as leave without pay. When an employee unexpectedly finds it necessary to or impossible to report to work at the normal time, the direct supervisor must be notified immediately. Failure to provide timely notice may result in being counted absent without leave, the reason notwithstanding.

Holiday pay for hourly full-time employees will not be considered as time worked for the purpose of overtime calculations. Holiday pay is computed at individual employee's base rate of pay. If an employee is scheduled to be off and is called into work on a holiday, he or she will be paid employee's regular rate of pay and the established eight (8) hours of holiday pay.

Holiday pay will not be paid to essential employees working his or her scheduled workday. Nor will holiday pay be paid for employees on any type of unpaid leave.

Holidays falling within an approved scheduled vacation will be recorded as holiday pay. If the holiday falls during an employee workweek, employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

3.2.8 Overtime

The general overtime pay standard requires that overtime must be compensated at a rate not less than one and one-half times the regular rate at which the employee has worked more than forty (40) hours in the work week. Employees are not permitted to volunteer to perform the same duties for which he/she is employed, report to work early or late, work through lunch, or work on weekends without compensation. Only Supervisors who have received approval from area Vice Presidents can assign overtime to employees. An employee who takes it upon him or herself to volunteer, report to work early or late, work through lunch, or work on weekends without the consent of the Supervisor or Vice President will be subject to disciplinary actions to include termination.

Hourly employees are prohibited from working in two different departments at the College where more than 40 hours are accumulated.

3.2.9 Salary Payment Information

Paychecks are issued by the first day of each month as set out in the employment contract. Hourly personnel are paid every two weeks, usually the second Friday following the end of the payroll work period.

Payroll deductions include health insurance premiums, Federal Insurance Contributions Acts (F.I.C.A.), (Social Security), Federal Withholding Tax, Teachers Insurance Annuity Association (TIAA) and College Retirement Equities Fund (CREF), and other authorized deductions.

Staff should complete an employee withholding exemption form and file it with

the Human Resource Office. The law requires that the maximum deduction be made if income tax withholding information is not given.

Personnel action forms and/or employment packets submitted after the due date will be processed on the next regular payroll. Employees should not be allowed to work until all documentation is completed. Changes in employee status should be reported to the Human Resources Office. Such changes may include but are not limited to name, marital status, dependents, and contact information, beneficiary on life insurance and/or retirement plan and changes in job assignment. The College may not recognize names that are changed due to divorce or marriage until proper identification can be verified. No Changes may be made except during open enrollment.

3.2.10 Time Sheets

Full-time salaried employees shall record leave usage on the Employee Attendance Form. Absences for any and all reasons must be reported on the form. It is the employee's responsibility to accurately record all leave taken. All employee attendance forms should be verified for accuracy by the immediate supervisor. The form is processed upon receiving a supervisor's signature and submission to the Human Resources Office.

Hourly employees who use time cards are responsible for their own time cards. Punching in another employee's time card may be cause for dismissal of all parties involved.

3.2.11 Salary Increases

Salary increases for regular staff are considered each year, usually to be effective July 1, the beginning of the College's fiscal year. Increases in salary are not automatic but are provided based upon the availability of funds and the employee's work performance.

3.2.12 Confidentiality

To be in compliance with privacy laws and record reporting procedures, Stillman will strictly enforce confidentiality in the workplace. Persons who disclose, partake in, or divulge information regarding employees and students will be subject to disciplinary actions.

3.2.13 Climate

Work and play transactions at the College are expected to be civil and appropriate for the context. Profane language or language intended to malign or injure

another party is expressly forbidden and may be viewed as a breach of the employment contract.

3.3 Termination

The State of Alabama is an employment at-will state, and Stillman College has the right to terminate the relationship between the College and the employee at any time, for any reason, without notice.

Termination decisions are made in the following manner: A recommendation is made by the immediate supervisor in which the person is staff and endorsed by the head of the division or unit of the College. Final decisions regarding termination reside with the vice president of the division of the College in which the person is employed. All personnel who report directly to the president are subject to termination or re-assignment at the discretion of the president.

A. An employee planning to resign from Stillman should formally notify the immediate supervisor within 20 working days of the date of resignation.

B. The College may terminate an employee for any of the following causes:

1. Unsatisfactory performance
2. Acts involving moral turpitude
3. Insubordination
4. Non-renewal

C. An employee discharged from any area of the College is ineligible for employment in the entire College.

In addition to dismissal or discharge, termination of services may be made because of budgetary considerations, considerations beyond the control of the College, and a change of program causing the College no longer to require services of the employee. This reduction in work force termination notice normally will be given to the employee in writing 20 working days in advance.

3.3.1 Job Abandonment

Any employee who fails to report to work or to report excusable absences, except when all forms of communication are impossible, for three (3) consecutive

workdays will be considered a voluntary resignation. Employees will be informed of the separation by certified letter. No claims after the fact, merit not withstanding, shall be sufficient to undo this provision.

3.3.2 Exit Interviews

All staff members who separate from the College (resignation, retirement, termination, job elimination) must secure a checkout form from the Human Resources Office to be signed by the immediate supervisor and returned to the Human Resources Office. This process includes the return of keys, computer (laptop), cell phones, I.D. badge etc.

Separating staff members may arrange an exit interview with the Human Resource Office to discuss fringe benefits, return of all college property, and answer any questions.

3.4 Grievance Issues and Procedures

3.4.1 Issues Subject to Grievance Procedures

Staff may process grievances about substantive matters. Generally, these will include but are not limited to the following:

- The imposition of a severe sanction by an administrator.
- The disputation of alleged facts in a case.
- Administrative actions, which the staff member believes, violate contractual rights or infringe upon the exercise of rights traditionally afforded to staff members, including that of due process.
- Issues regarding alleged discrimination based on race, gender, sex, age, religion, and handicap, but only after such issues have been addressed with the Institutional Compliance Officer.

3.4.2 Grievance Procedures

1. Complaints concerning the possible violation of College policies and procedures should be directed to the Institutional Compliance Officer for evaluation and review. The compliance officer will determine whether policies have been violated and recommend how the employee should proceed.

2. Staff who believes that they have grounds for a grievance shall attempt to resolve their problems through discussions with administrators, first with the leaders of their administrative units (if any) and then with their vice president. Each administrator should attempt to resolve the problem expeditiously. A staff member who does not receive a decision within two work weeks after appealing to an administrator is entitled to appeal to the next higher administrator.

3. Staff members who are not satisfied with the response received at the unit level may submit a written appeal to the Staff Committee. In the appeal, a staff member must:

- A. State, in detail, the nature of the grievance and against whom it is directed.
- B. Submit factual data showing that sufficient grounds exist for a grievance proceeding.

4. Within ten (10) business days from receipt of the grievance, the Staff Committee will make findings as to fact, decide whether the facts alleged by the complainant constitute grounds for a grievance, and provide recommendations as to the remedies. If the Staff Committee decides that the facts alleged by the complainant do not warrant action, it will notify the complainant in writing and submit a report to the area vice president, or, if the vice president is involved, to the Executive Committee regarding its findings. If the Staff Grievance Committee finds through the proceedings that the staff member who initiated the grievance is in violation of policies and procedures, the committee can make recommendations for disciplinary actions that can include but not limited to termination.

5. Pursuant to a recommendation from the Staff Committee, if it should so consent, the Executive Committee will conduct a formal hearing within ten (10) business days of receipt of the grievance. Advisors from the Staff Committee will accompany the parties to the formal review, if so requested. Neither party may be represented or accompanied by an attorney at these informal proceedings, though they may obtain legal advice outside the meetings.

3.5 Participation of Third Parties

Lawyers, physicians, and other third parties are not permitted to participate directly in personnel matters, including grievance procedures. Appeals, notifications, and requests from third parties will not be accepted or honored.

3.6 Working Conditions

3.6.1 Telephones

Telephone calls, local or long distance, are for the transaction of College business only. Personal calls are for emergency only.

3.6.2 Unrelated Work Activities

Employees may not accept full-time employment while employed at Stillman. Department chairs may approve part-time work or study as long as it neither affects employee attendance and work performance at the College nor creates a conflict of interest.

3.6.3 Use of College Name, Stationery, Seal

It is the policy of the College that its seal, stationery, emblems, and other trademarks be used only for College related purposes. Staff may use neither the College's name nor seal for commercial, organizational, or personal gain and should seek approval from the Director of Public Relations if such use seems questionable.

3.6.4 News and Public Information

All official College announcements, brochures, catalogs, and newspapers, including noteworthy information about instructional and research programs, activities, and faculty, staff, and student achievement should be channeled through the College's Public Relations Office prior to publication and/or dissemination to the media.

3.6.5 College Calendar, Scheduling of Events and Conferences

Staff who wish to schedule events — e.g. special or public lectures, concerts, art exhibits, films, plays, etc. — in academic facilities should submit a request to the Office of the Provost/Vice President for Academic Affairs to reserve room space. Staff seeking to host non-college related events on the campus — e.g. meetings, workshops, conferences, banquets, etc. — in academic facilities should submit a request to the Office of Public Relations. Also, to insure that the events are noted in the College calendar and other campus publications, staff should notify the College's Public Relations Office.

3.6.6 Communications--Post Office

Mail — the Post Office is located in the Hay College Center. Mail boxes are assigned to administrative offices and academic divisions. Individuals for a small fee may

rent mail boxes when available. The Post Office window hours are 8:30 a.m. - 1:00 p.m. and 2:00 p.m. - 5:00 p.m., Monday through Friday. It is closed for holidays.

Outgoing official mail should be received in the campus Post Office by 3:30 p.m. daily. There is one U.S. Mail Box located on campus opposite east of Snedecor Hall. Mail pick-up at this box is at 2:00 p.m., Monday through Friday.

All mail being sent or received via the United States Postal Service or via ground transportation couriers should use the following address: Stillman College; 3601 Stillman Boulevard; Tuscaloosa, AL 35401.

3.6.7 Printing and Duplicating

Faculty and staff using campus-photocopying machines are expected to respect copyright laws and exercise good judgment regarding materials copied. For production of other graphic materials by the Media Center for College use, faculty and staff should secure a signed requisition from the appropriate administrator. Faculty and staff should contact the Office of Public Relations if they need to produce materials off-campus.

3.6.8 Personal Items in the Workplace

Bringing personal items into the workplace is discouraged. The College assumes no responsibility or liability regarding the loss of or damage to personal effects brought to the campus.

3.6.9 Dress Code

Employees are expected to act as role models and mentors for students and represent the College in a professional manner by dressing appropriately. Wearing hats in buildings, sagging trousers, garments that are too tight or short, garments with nonfunctional holes, and wearing flip flops are examples of inappropriate dress. As such, there should be a clear distinction between the dress of employees and the dress of students. If an employee's personal appearance or hygiene is such that it causes offense to co-workers or customers, it is appropriate for the College to address the problem. Policies regarding appropriate dress are applicable whenever an employee represents the College.

4. LEAVES, FRINGE AND OTHER BENEFITS

4.1 Leaves

Division Vice Presidents have some discretion in implementing a full range of employment and benefit practices to facilitate maximum achievement of division goals. Actions of an individual Vice President in a specific division do not suggest policy or set precedent for other divisions of the College. Upon the third month of employment, new hires will be eligible to earn paid vacation and sick leave.

4.1.1 Leaves with Pay

4.1.1.1 Sick Leave

From the beginning of the contract period, each twelve-month staff member is entitled to request up to twelve days of paid sick leave. Sick leave accrues at the rate of one paid sick leave day per month. Employees may accrue up to a maximum of 30 days of sick leave. Nine- through eleven-month staff members are entitled to request days of sick leave based on the number of months employed and may accrue a maximum of ten days of sick leave.

Sickness which necessitates absence from duties must be reported to the immediate supervisor. If illness exceeds three days an official documentation of illness may be requested by supervisors before paid leave is granted. Sickness that occurs during crucial periods of College activity, for example institutes, registration, etc., may be subject to documentation before paid leave is granted.

Sick leave is granted to prevent immediate financial loss due to absences based on illness and has no cash payout value upon separation from the institution. Sick leave taken without accumulated days will be considered absence without leave.

Supervisors who have concerns regarding sick leave use or who suspect abuse of sick leave privileges may require evidence of illness or injury in the form of a medical certificate or statement from a physician for all sick leave absences. Abuse of sick leave is grounds for disciplinary action

4.1.1.2 Military Leave (Short Period - 15 Days)

Stillman complies with the Statement of Support for the National Guard and Military Reserve that the Department of defense requests of all employers. The College agrees that: 1) it will not limit or reduce employees' career opportunities because of their military service, and 2) employees will be granted leave of absence for military training in the Guard or Reserve without sacrificing annual leave.

The College allows employees a maximum of fifteen working days in a calendar year to fulfill their training duty with the National Guard or the Reserve. Under this policy, the College will reduce an employee's pay by an amount equal to the military pay received

during leave for training.

4.1.1.3 Vacation

The College offers to all full-time employees the opportunity to earn vacation leave, which is based on a calendar year of January 1 through December 31. While vacation is a benefit granted by the College, vacation leave must be requested by the employee and approved by the immediate supervisor before such time is taken. The approved vacation must fit with the College's schedule of activities. In instances where an employee is not granted permission to take vacation, such days are not lost but roll over into the next calendar year. Arbitrary and capricious denial of vacation leave may be appealed and is subject to the grievance procedure. Vacation is granted for personal rejuvenation and has no cash payout value upon separation from the institution. Vacation taken without approval may result in disciplinary action, including loss of pay. All full-time employees will earn 10 vacation days per year. A maximum of ten days may be carried over to the next calendar year; however, these ten days must be used during the next calendar year or they will be lost.

An employee with a contract for nine, ten, or eleven months earns two days of paid leave per contract year. Days cannot be carried over to the next calendar year. Paid leave may be requested by the employee and must be approved by the immediate supervisor as it fits with the College's schedule of activities. This only applies to employees who otherwise do not earn vacation leave.

4.1.1.4 Funeral Leave

The College grants funeral leave of three work-days with pay immediately following the death of a member of the immediate family or household. (Immediate family is defined as husband, wife, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-son, or step-daughter.)

The College grants funeral leave of one day with pay for the following relatives: grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, nephew, or niece.

4.1.1.5 Civil Leave (Jury Duty)

The College grants civil leave with pay when an employee is called to jury duty or receives a subpoena to serve as a witness in a court case in which the employee is not a party.

4.1.1.6 Excused Leave

Excused leave is paid time off from regular duties for a short period, granted by special permission of the administration for emergencies or other unforeseen circumstance, performance of a special civic or professional function, or attendance at professional meetings/ conferences.

4.1.1.7 Maternity Leave

The College may grant maternity leave upon request. A request for maternity must be filed at least three months prior to anticipated leave. An employee who receives maternity leave is paid through the number of remaining sick leave days. After that time, the employee is on leave without pay status.

4.1.1.8 Excessive Absences

The College provides for all its employees leave with or without pay for the purpose of obligations outside of the College. It is the responsibility of supervisors and or department heads to monitor and ensure that time cards and employee attendance reports reflect time accurately. (See policy under Leaves section 4.)

Except for periodic instances of absences, workers compensation and disability, it is expected that all employees will adhere to the policies regarding leave. The supervisor has the right to deny the time off if the employee's absence will interfere with or adversely affects the operation of the workplace.

Employees, who supervisors consider to have excessive absences from their jobs, may be subject to disciplinary actions not limited to termination.

4.2 Leave Without Pay

The College may grant voluntary leave of absence without pay for further study and other activities, which contribute to the professional growth and enrichment of staff. A request for such leave should be filed at least three months prior to the leave period. Since such leaves may depend on the receipt of fellowships, scholarships, or other sources of funding, a staff member should keep unit administrators or vice presidents apprised of the intention to request voluntary leave.

4.2.1 Civil Leave (Poll Workers)

The College grants employees permission to work in voting activities as poll

workers when required.

4.2.2 Military Leave (Extended Periods)

The College will grant employees extended leave of absence without pay for military service under the Selective Service Act or through activation of their Reserve or Guard unit. Upon completion of extended military service, employees are entitled to reinstatement of employment if they apply within ninety days of discharge from active duty or within one year if hospitalized.

4.2.3 Family and Medical Leave of Absence

Under the Family and Medical Leave Act of 1993, qualified employees are entitled to up to twelve weeks of unpaid leave per year for the birth, adoption or foster care placement of a child; to care for a spouse or an immediate family member with a serious health condition; or when the employee is unable to work because of a serious health condition. Employee must apply prior to leave being granted. As required by the Act, Stillman maintains any pre-existing health insurance coverage during the leave of absence period (paying the same premiums for persons on family and medical leave of absence as for active employees). Further, the College is required to reinstate the employee to the same or equivalent position when the leave of absence is over. Persons who fail to apply are not subject to this requirement. There is no monetary compensation attached to FMLA leave. This policy does not replace routine sick leave or emergency absences.

Granting of family and medical leave of absence is not automatic. The staff member must apply for the leave through their unit leader using the appropriate documentation, including sufficient medical certification from a health care provider. Sufficient medical certifications include:

1. Date on which the serious health condition commenced;
2. Probable duration of the condition;
3. Appropriate medical facts regarding the condition;
4. In the case of family related conditions, a statement that the employee is needed to care for a son, daughter, spouse, or parent;
5. Statement that employee is unable to work or requires a reduced schedule.

In the case of an employee's serious illness, the College reserves the right to require a second or third opinion (at the College's expense) and a fitness for duty report to

return to work.

Leave will be approved for the length of time certified in writing by the health care professional or to a maximum of ninety (90) days. Employees who do not return after official leave has ended will be considered to have abandon their job as set out in Section 3.3.1 Job Abandonment.

4.3 Fringe Benefits

Benefits are provided to employees on the basis of, and in keeping with, the terms and conditions of employment. There are three periods during which an employee can complete or make changes in the paperwork that operationalize their benefits and other withholdings:

1. At the beginning of employment,
2. During posted periods in the month of August; and
3. During posted periods in January if employed for two months or more.

4.3.1 Insurance

The College provides group insurance coverage for its eligible employees. Premiums for health insurance are shared by the College and its employees. Staff must complete the enrollment procedures promptly at the beginning of their employment at Stillman to participate in the insurance plan or wait until the next open enrollment period to participate. Persons employed through a grant may not be eligible to secure dependent coverage if the grant does not provide for it.

Life insurance and long-term disability insurance are paid 100% by the college and has no value upon separation from the college. Life insurance is two times an employee's annual salary. There is 180-day elimination period for long-term disability with benefits beginning on the 181 day if approved.

Group insurance includes major hospitalization insurance, group life insurance, group disability, and group dental insurance. Staff may elect to cover dependents in the major medical hospitalization plan by paying a monthly premium for the additional coverage. Long-term disability insurance is not available for persons employed through a grant.

Insurance coverage begins the first day of the month of election and ends the first day of the month following termination.

4.3.1.1 Premiums

Employees who are away from work due to disability, workers compensation, FMLA, and other leaves established in this handbook are still responsible for insurance premiums. Premiums will be due the tenth day of each month. Two consecutive missed premiums may result in termination of health coverage with the college.

4.3.2 Workers Compensation

Stillman provides workman's compensation insurance on its employees. This coverage is designed to protect employees from losses resulting from injuries sustained while on the job and to provide disability compensation during the period one is unable to work after a job-connected injury.

Reports of work-related injuries should be reported immediately to supervisor. The Office of Human Resource should be notified within 24 hours of injury. Injuries that occur due to employee neglect or failure to report injuries when they occur may result in disciplinary actions.

Employees should not return to work until their treating physician has released them. A release statement should be submitted to the immediate supervisor and a copy to the Office of Human Resource.

4.3.3 Disability

Stillman offers a voluntary Short-Term Disability to all full-time employees. Long-Term Disability is offered to permanent full-time employees as a benefit of employment. All sick time must be expended before short-term or long-term disability benefits may be applied. An employee who is placed on Long-term disability will not be eligible to continue on the Colleges Group Health Care plan and will be given the option to elect COBRA.

Employees may not return to work until their treating physician has released them. A release statement must be submitted to the immediate supervisor and a copy to the Office of Human Resources. There is no assurance of continued employment beyond eligibility for disability benefits.

Detailed information about Stillman's benefit plan is available by calling the College's Human Resources Office at (205) 247-8150.

4.3.4 Unemployment Compensation

Unemployment compensation coverage is provided for all eligible employees. The purpose of unemployment compensation is to pay benefits to those employees who lose their job through no fault of their own. Persons who voluntarily terminate or persons discharged for “just cause” may be disqualified for unemployment benefits for a period of time or altogether. The College contributes the total cost for this coverage for eligible employees.

4.3.5 Retirement

At its discretion, the College may provide a retirement plan for its full-time employees, with participation that begins on the starting date of the contract. Retirement premiums may be elected from two to seven (2%-7%) percent of the annual salary and are deducted monthly. As a benefit for employees, the College will collect and deposit designated contributions to the Retirement Savings Plan of the Presbyterian Church U.S.A., which is managed by Fidelity.

4.3.6 Vesting

Employee contributions are fully vested immediately. Plan (employer) contributions are forfeitable during the *second* year of full-time employment if termination or separation from College employment occurs. Any forfeited contributions are returned to the employer to reduce the future Employer contributions under the Plan.

4.3.7 Tax Shelter Annuity Plan

The College has made arrangements with Retirement Savings Plan of the Presbyterian Church U.S.A., which is managed by Fidelity to provide 403-B Tax Shelter Plans for staff that opt to participate.

4.3.8 Tuition Abatement for Employees and Employees' Dependents

Regular full-time employees, spouse of full-time employees, and dependents of full-time employees, defined as children or legal wards through the age of twenty-five, may receive a maximum of 100% tuition abatement each semester for that part of the tuition not covered by a scholarship or grant.

4.3.9 Educational Leave

Staff may enroll in one undergraduate or graduate course per semester during

the regular school day and one course per semester after the regular school day and maintain their full-time position. Staff must receive approval from their unit leader and vice president. Staff may apply for financial assistance for an approved graduate program.

4.3.10 Fringe Benefits for Temporary Employees

Temporary employees are those full-time persons hired for a limited duration as defined by the terms of a grant award or the employment agreement. The fringe benefits afforded by the College to such persons are those allowable by the grant and in the amounts funded by the grant.

Upon separation from the College or termination of the grant, none of the benefits set out in this section extend past the date of that event. However, COBRA benefits are offered as required by law.

4.4 Additional Information

4.4.1 Removal of Property

College equipment or property cannot be loaned or transferred without the approval of one's chief administrator, and the notification of the Vice President for Finance and Facilities.

4.4.2 Use of Faculty Dining Room

The Faculty Dining Room is to be used primarily for faculty and staff dining. Other uses include faculty and staff luncheon meetings, College luncheons, and dinner meetings. All requests to reserve this facility must have the approval of the Director of Food Services. Requests for reservations must be made at least fifteen (15) days prior to the date of use. Standard booking (i.e. every Thursday, etc.) will not be permitted.

4.4.3 Bookstore

The College Bookstore, located in the Hay College Center, is the College's official source of textbooks for students. Bookstore purchases can be made online through the online bookstore. Textbook leases are made available to full-time students and are governed by the contract effective at time issued.

4.4.4 Cafeteria

The Cafeteria is located in Hay College Center. Meals are available from the cafeteria for nominal cost during serving hours.

5. FINANCIAL AND BUSINESS AFFAIRS

5.1 Budget Preparation

The Vice President for Finance and Facilities notifies administrative units of the process by which budget proposals for ensuing years are to be submitted. Budget managers are responsible for maintaining and tracking their own budgets.

5.2 Purchasing

All budgets managers have access to the electronic requisitioning system and are provided paper requisition forms through which goods and services may be obtained. It is the responsibility of individuals requesting goods and/or services to accurately complete and submit all forms to the appropriate administrative director in a timely manner. No employee may obligate the College without prior approval from the appropriate administrator. Personnel are not to seek or accept gifts or gratuities from vendors that may be considered a conflict of interest. Acceptance will be cause for immediate dismissal.

5.3 Travel Advances

All employees authorized to travel on behalf of the College are asked to utilize their own resources to pay for the cost of travel, except transportation. All allowable expenditures will be reimbursed. Travel Request Forms are available from administrative directors and should be completed at least 14 days before the date of travel. Travel Expense Vouchers should be submitted to appropriate personnel within three working days upon completion of travel.

5.3.1 Travel Expenses for Consultants, Lecturers, Faculty Candidates

Travel expenses for consultants, lecturers, faculty candidates and other individuals or groups invited to the College under administrative approval are to be remitted upon submission of documentation of expenses. Payments of honorarium or fees are made at the end of the individual's performance and upon the completion and approval of a request for funds. Individuals or groups extending invitations to visitors should inform them of the College's policy regarding per diem allowance and transportation.

5.4 Loans

Salary advances will not be made except for travel as noted in 5.3 above.

5.5 Solicitation of Funds

No College employee or student may solicit funds in the name of the College or its related units without prior approval from appropriate personnel and prior consultation with the Office of Institutional Advancement. Application to solicit should be made in writing at least 30 days prior to the time of solicitation.

Non-college representatives seeking to sell personal goods or services to College employees or students on campus must have the approval of the Vice President for Fiscal Affairs and/or the Vice President for Student Affairs.

6. COLLEGE-WIDE POLICIES

6.1 Affirmative Action

Stillman College subscribes to non-discriminatory employment practices.

6.2 Alcohol and Controlled Substances in the Drug-Free Workplace

A. Alcohol

The unauthorized consumption of alcohol by any employee of Stillman on College premises is prohibited. No employees will report to work assignments on or off campus while under the influence of alcohol or drugs manifested by erratic behavior, slurred speech, or loss of locomotion. The responsible consumption of alcohol may be authorized at certain approved social functions, conferences, special activities or occasions.

B. Controlled Substances

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance by any employee of Stillman College while he or she is working for the College, whether on College premises or at any other site where the employee is carrying out assigned duties, is prohibited. Medications prescribed specifically for the user by a licensed physician are excluded from this provision as long as they are used according to the prescribed medical instructions.

C. Sanctions

Violation of either policy shall result in the prompt imposition of sanctions. Such sanctions may range from requiring satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency to termination of employment. Any necessary sanctions taken against faculty, administrators, and staff will be carried out in accordance

with current personnel policies published in appropriate employee handbooks.

6.3 Special Policies and Provisions for Employees Working on Federal Grants and Contracts

All persons who perform work at any time on federal grants or contracts are advised by being given a copy of this policy statement, that as a condition of said employment, they are obligated to (1) abide by the policy stated herein and (2) notify their supervisors in writing within five days of their criminal conviction for violating any drug statute when such violation occurs in the workplace. Failure to notify supervisors of such convictions will result in the immediate imposition of sanctions, which may include suspension or termination of employment.

Upon receiving notice of a reportable conviction from an employee, the College shall (1) notify the granting or contracting agency of the conviction within ten days and (2) implement, within 30 days, the steps necessary for an appropriate sanction as required by the General Policy, described above in paragraph C.

6.4 Computer Usage

Viewing of pornographic materials on College property or at functions sponsored or supervised by the College or one of its organizations is prohibited. The transmission of pornographic information across the Internet is a violation of Alabama State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstances, use College computers or networks to libel, slander, or harass any other person.

Finally, limited recreational usage and game playing that is not part of any authorized and assigned research or instructional activity may be allowed within the parameters of each computer laboratory's rules. College computing and network services are not to be used for extensive or competitive recreational game playing.

This policy will be strictly enforced. Failure to abide by usage policies will result in disciplinary action.

6.5 Americans With Disabilities (ADA)

The College complies with the Americans With Disabilities Act. It is the responsibility of the employee to inform the College of a disability that may impede his or her ability to perform essential functions of the position. Employees needing accommodations must make the request at the time of hire or at least one month prior to requesting an accommodation from the College if already employed. Information

obtained will be released only to persons directly involved in providing the accommodations. ADA request forms can be obtained from Human Resources.

The College reserves the right to request additional documentation and testing to determine what accommodations will be made once the ADA request form has been completed and returned in the allotted time frame provided by Human Resources.

6.6 E-mail

Stillman provides e-mail services for members of the College community for the execution of communications in keeping with each person's affiliation. Reasonable personal or social discourse via electronic mail is anticipated as a part of the fabric that makes for community. The use of the e-mail system for the distribution of chain letters and other broad-based unsolicited propaganda is not an approved use of the system. Disciplinary action, up to suspension or termination, may result from abuse of e-mail privileges.

6.7 Copyright Policy

In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

It is the policy of Stillman College to comply with all federal and state copyright law. All users of the World Wide Web, via the College's servers will be required to abide by and comply with all laws regarding copyrights and trademarks as well as institutional copyright policies. Copyright exists in any original work, which exists or is fixed in any tangible medium of expression. Copyrighted works can consist of but not limited to, images displayable on computer screens, computer software, photographs, text, graphics music, books, magazines, scientific and other journals, and articles. Copyrighted materials may require the permission of the copyright owner and a copyright notice is not required in order for it to be considered in violation of.

6.8 Invited Speakers

In accordance with its mission, Stillman College seeks to foster academic excellence and to provide high quality educational opportunities for its students. In so doing, the selection of speakers and other presenters on campus requires careful deliberation and purposeful selection. The following guidelines were established to assist in that process.

- Speakers invited to present at Stillman must:
- Recognize we are an academic community; therefore, the content of
- The speech and the mode of delivery must be in concert with that reality.
- Not be troubled philosophically or otherwise with the nature of the educated person.
- Have tolerance for diversity and not attack groups by gender, sexual preference, racial or ethnic identity, etc. However, this stipulation should not preclude an informed discussion about a topic or group that might be controversial. While it is appropriate to have speakers who disturb the intellectual comfort of the campus community, it is not acceptable to invite someone who would cater to the baseness of life.
- Have a position, profession, and/or credentials that would lead those extending the invitation to believe that the proposed presenter is not only intellectually suited but also temperamentally suited to speak on the campus.

6.9 Relationships

The College discourages intimate and financial relationships between its employees and students. Such relationships are expressly forbidden when the context for the relationship is instruction, coaching, employment, mentoring or other relationships wherein students are a captive audience. These regulations apply to opposite sex and same sex relationships. Appropriate sanctions will be taken against persons who violate this policy.

Employees should avoid contact or conversations with students that a reasonable person might construe as soliciting a prohibited relationship. A critical mass of such lapses in judgment may lead to censure or sanctions by the college.

A. Visitor Policy

Under no circumstances should a visitor's stay be disruptive or hinder an employee's ability to complete job assignments. This is to avoid possible security problems and disruptions to employee's work due to occasional visits from friends and family of Stillman employees in the workplace.

B. Volunteer Policy

To avoid liability issues, persons wanting to volunteer at the College should complete a volunteer information form from the area supervisor where he or she intends to render services. The volunteer will also sign a disclaimer and are not entitled to worker compensation. The completed form should be submitted to Human Resources to receive a temporary ID badge and to Campus Police to receive a temporary parking decal at a reduced cost. In some cases, a volunteer may be subject to sexual harassment training and a background check.

6.10 Sexual Harassment

Each member of the Stillman family has responsibility for maintaining a campus environment and climate that are free of discrimination in any form. Because harassment is not always recognized as a form of discrimination, Stillman has developed specific policies, procedures, and sanctions that address sexual harassment.

The College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. It is the policy of Stillman College to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. No employee or student at Stillman College will be subjected to sexual harassment. Sexual harassment will not be condoned.

The sexual harassment policy applies to all members of the College community, each of whom is encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of the policy are subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

Regular full-time, volunteers and seasonal employees are required to receive sexual harassment training within the first 30 days of hire. Subsequent training will occur bi-annually.

To report a claim of Sexual harassment, please contact the Compliance Officer, 205.247.8038.

6.11 Smoking

Stillman College recognizes the dangers of the use of tobacco and tobacco-related products and is a tobacco-free campus. The use of tobacco products in college-

owned buildings, on college property or within college-owned vehicles is prohibited. Failure to comply may result in disciplinary action.

6.12 Weapons

The unauthorized possession, use, or storage of any weapon on College premises or at College-sponsored activities is prohibited. The term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which is used by a person to cause reasonable apprehension of harm or to assault another person, is expressly included within the meaning of weapon.

Violation of this policy will result in disciplinary action including dismissal. Outsiders will be subject to prosecution under existing local and state laws.

6.13 Alabama Anti-Texting Ban

Effective August 1, 2012: It will be illegal in Alabama to manually send or receive text messages while driving. The statute defines a Wireless Communication Device as a "handheld cellular telephone, a text-messaging device, ...a stand alone computer, or any other similar wireless device that is readily removable from a vehicle and is used to write, send or read text or data through manual input." The term "wireless telecommunication device" does not include a device which is voice-operated and which allows the user to send or receive a text-based communication without the use of either hand except to activate or deactivate a feature or function."

Employees involved in motor vehicle accidents while on College business and/or College related activities and are found to be at fault due to violation of the Alabama Anti-Texting Ban, will be subject to disciplinary actions to include termination. The employee may be subjected to the Liability for Policy and Regulatory Violations if the College incurs any financial loss as a result.

6.14 Workplace Violence

The College expects that the work environment will be safe, non-threatening, and free of violence. Employees who feel personally threatened, or perceive a threat to public safety should immediately report the nature of it to their supervisor and the campus police.

Individuals or employees who engage in violent or threatening behavior may be

removed from the premises, and may be subject to dismissal or other disciplinary action including arrest, and/or criminal prosecution.

6.15 Vehicle Use

All College vehicles shall be used only for institutional business. This means, “only when driven in the performance of, or necessary to, or in the course of, approved business, activities, and/or assigned duties as related to one’s employment with the College.” All drivers of College owned vehicles must meet the qualifying definition of a Stillman. Employees found to have abused the use of college vehicles for personal use may be subject to disciplinary actions that may include revocation of driving privilege or termination.

6.16 Policy Manual

The College publishes other documents including a *Policy Manual* that may provide additional information pertinent to employment at Stillman.

6.17 Opening Institute

Attendance at the fall and spring Opening Institutes is mandatory. The use of sick leave will be held to a different standard of accountability when absent from Fall and Spring Opening Institutes.

6.18 Liability for Policy and Regulatory Violations

An employee who acts with disregard for published policies and procedures such that the College incurs financial liability will be obligated to reimburse the College. The same obligation will result, when liabilities result from a dereliction of or failure to perform obligation of employment.

6.19 General Attendance Notice

Absences or illnesses during the fall and spring institute, end of semester and holiday work periods will require a written excuse from a health care provider. The College reserves the right to require second opinions before leave is granted. Standard email regarding verification of absences still applies.

6.20 Emergency Rapid Notification System

The College makes available a rapid notification system in the event of pending dangers or matters of campus-wide significance. All employees are expected to enroll.

To access your SchoolCast account, go to the Dashboard at the following secure web-site: <https://myschoolcast.com>. If you have any questions about the operation of this system please contact the Office of the Vice President for Student Affairs at (205) 366-8833 or during normal school hours.

6.21 Substantive Change Policy

As a member institution of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Stillman College is committed to taking all steps necessary to be in compliance with “The Principles of Accreditation: Foundations for Quality Enhancement.” Standard 14.2 of the *Principles* requires that the institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC’s policy for substantive change. Therefore, Stillman will monitor all institutional changes and will either notify or seek approval from the SACSCOC prior to initiating these changes in accordance with the SACSCOC Substantive Change for SACSCOC Accredited Institutions Policy Statement.

The Academic Affairs Committee is a standing campus-wide committee charged with reviewing academic policies, educational aspirations, requirements for admission and graduation, new majors and minors, new courses, and other matters of academic interest to the College. All institutional changes must be approved by academic departments and schools prior to their submission to the Academic Affairs Committee. The Provost chairs the committee and the Vice President for Institutional Effectiveness/SACSCOC Liaison is an ex officio member of the committee. The membership, responsibilities and reporting structure ensure that the SACSCOC Liaison can monitor all institutional changes and inform the SACSCOC of changes in accord with the Substantive Change for SACSCOC Accredited Institutions Policy Statement.

6.22 Telecommuting Policy

The purpose of this policy is to allow employees to work at alternative work locations for all or part of their work week. Telecommuting can improve productivity and job performance as well as promote administrative efficiencies (e.g. reducing office and parking space), reduce traffic congestion and transportation costs, support continuity of operation plans, and sustain the recruitment and retention of a highly qualified workforce by enhancing work/life balance.

Telecommuting is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No college employee is entitled to or guaranteed the opportunity to telecommute. Certain categories of positions are ineligible for telecommuting. For positions eligible for telecommuting, whether a

particular employee may telecommute is a decision to be made by the Department head in conjunction with the employee's supervisor on a case-by-case basis taking into consideration an evaluation of the supervisor's ability to manage remote workers. However, arrangements for telecommuting should be authorized only when it is in the best interest of the College to do so.

Employees who are approved for telecommuting will be required to sign a telecommuting agreement with the College consistent with this Policy. The full policy is published on the Stillman College Website at <https://stillman.edu/about-us/administration/institutional-effectiveness/institutional-policies/>.

6.23 Removal and Relocation of Historic Artifacts/Artwork Policy

Stillman College recognizes both the financial and historical value of the wide variety of artifacts and artwork located in public areas throughout the Stillman campus. In order to maintain the value of these materials, no artifact or artwork shall be removed or relocated without prior approval of the Historic Artifacts Committee.

Any individual wishing to remove or relocate an artifact or artwork from a public space on the campus of Stillman College must send a request to the Historic Artifacts Committee outlining the current location, the proposed site for the relocation or storage, and why it is being relocated or removed. Requests for relocations and removals should be sent via email to the Dean of Library Services, who is the Chair and Convener of the Historic Artifacts Committee.