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Lane College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Arts and the Bachelor of Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lane College.

***NOTE: The provisions on the pages of this Revised Staff Handbook, including any later-approved revisions to individual pages, supersede all previous Staff/Employee Handbooks, provisions and/or practices, and are subject to Change at the discretion of Lane College.
Dear Colleagues:

On behalf of the Board of Trustees, faculty and your colleagues on the staff, I welcome you to the Lane College family. You are now a part of an institution that is proud to continue its Mission of providing its students with a first-rate education. Another of our objectives is to provide a work environment that is conducive to both the personal growth and the professional development of every employee. We are very glad to have you join us, and we wish you every success!

This Handbook was developed to outline many of the College’s policies, programs, and benefits. Hopefully, it can help answer many questions you may have about employment with the College. Keep this Handbook as your guide during your employment at Lane College. I also encourage you to consult with supervision and Human Resources regarding any questions or concerns you have now or in the future.

We believe that each employee contributes directly to Lane College’s overarching educational Mission, and to our growth and continued improvement. I hope that you will derive much satisfaction and personal fulfillment in knowing the important contribution that you make to the College’s success.

I welcome you as part of our team at Lane College.

Sincerely,

Wesley Cornelious McClure,
President
MISSION OF THE COLLEGE

With strong ties to the Christian Methodist Episcopal Church, the College's mission is to develop the "whole student." In addition to its priority of academic excellence, the College is also concerned about the student's spiritual, social, and ethical development. The College believes that spiritual growth is an important part of the development of the individual. Spiritual life at the College is viewed as a quality-filled experience rather than a specific and narrow range of separate activities. Spiritual programs of learning, worship, and service have the purpose of illuminating life and making life more meaningful.

0200 History and Organization Description

I. History of the College

In 1882, Lane College, then "CME High School," was founded by the Colored Methodist Episcopal Church (CME) in America. Looking to the establishment of this enterprise as early as November 1878, Reverend J.K. Daniels presented a resolution to establish a school at the Tennessee Annual Conference held in the old Capers Chapel CME Church in Nashville, Tennessee, and presided over by Bishop William H. Miles, the first Bishop of the CME Church. The resolution was adopted amid much applause. The Conference at once appointed a committee to solicit means with which to purchase grounds and to inaugurate plans to carry forward the proposed work. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, and J.K. Daniels constituted this committee.

Owing to the great yellow fever epidemic of 1878, the committee was handicapped and did not accomplish very much. Meanwhile, Bishop Isaac Lane became the presiding Bishop of the Tennessee Conference. He met with the committee, gave advice, and helped to formulate plans for the founding of the school. On January 1, 1880, Lane purchased four acres in the eastern part of the City of Jackson for $240. Thus, work began in earnest on building the foundation and developing the guiding principles for a school that would become a powerful factor in the uplift of people throughout the south, the nation, and the world.

The institution began its first session in November 1882, as "C.M.E. High School," with Miss Jennie E. Lane, daughter of the Founder, as the first teacher and principal. In January 1883, Professor J.H. Harper of Jackson, Tennessee, assumed the leadership and carried out the unexpired term of Miss Lane after her marriage to Mr. Nelson Caldwell Cleaves, a CME minister. In September 1883, The Reverend Charles Henry Phillips, later elected a Bishop in the C.M.E. Church, succeeded Reverend Harper.

It was during the administration of Reverend Charles Henry Phillips that the school was chartered under the laws of the State of Tennessee, and its name changed to Lane Institute on June 22, 1884. This action was one of the first significant changes in the development of the School. The curriculum focused primarily on preparing "preachers and teachers."

In May 1887, the first class graduated from Lane Institute under the Leadership of Professor T.J. Austin who served from 1886-1887. The names of the five-member graduating class were: N. Caldwell Cleaves, Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith. Also in
1887, Reverend T.F. Saunders, a member of the Memphis, Tennessee Conference of the Methodist Episcopal Church South, was appointed the first President of Lane Institute. He made numerous personal contributions to the School. It was during this period that the need for a college department was identified. The College Department was organized in 1896 and at that time, the Board of Trustees voted to change the name from Lane Institute to Lane College. The College Department broadened the curriculum by its organization into the classics, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later elected a Bishop in the CME Church, was named President and held the position until 1907. During his tenure, the present Administration Building was erected. President Bray was succeeded by Dr. James Franklin Lane, the son of the Founder. Dr. Lane served with distinction for thirty-seven years. During his administration, the College improved its educational facilities and its physical plant. In addition, the College attracted the attention of several philanthropic agencies such as the General Education Board of the Rosenwald Foundation and the Board of Missions of the Methodist Episcopal Church, South. These agencies and boards gave major financial contributions to the educational program of the College.

In 1936, Lane College was approved by the Southern Association of Colleges and Secondary Schools and given a “B” rating. In 1949, Lane College was given an “A” rating by this Association. In December 1961, Lane College was admitted with full membership by the Southern Association of Colleges and Secondary Schools.

With the passing of President J.F. Lane on December 11, 1944, Reverend Peter Randolph Shy, later elected a Bishop of the C.M.E. Church, served as the Acting President until Dr. D.S. Yarbrough was appointed President in 1945. Dr. Yarbrough served until 1948 and was succeeded by Professor James H. White. In 1950, Professor Richard H. Sewell, Dean of Instruction, served as the Acting President until Reverend Chester Arthur Kirkendoll was named President in July of the same year. Dr. Kirkendoll served with distinction for twenty years until his election as a Bishop of the CME Church in May 1970.

During his tenure, the College became fully accredited by the Southern Association of Colleges and Schools. Smith Hall, Graves Hall (formerly known as Jubilee Hall), Hamlett Hall, and the Student Union Building were erected.

Dr. Herman Stone Jr., who served as the Dean of the College for ten years, was named President in July 1970. During his presidency, Lane College’s accreditation was reaffirmed twice by the Southern Association of Colleges and Schools. In addition, the construction of the J.F. Lane Health and Physical Education building was completed and added to the facilities of the College. After serving for sixteen years as President, Dr. Stone retired in May of 1986. He was succeeded by Dr. Alex A. Chambers, who assumed office on June 1, 1986.

In 1991, The College’s accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools under the leadership of Dr. Chambers. The College also received a grant from the United States Department of Interior as a part of the Historical Preservation Program to restore Cleaves Hall, Saunders Hall, the J.K. Daniels Building, and the Old President’s Home to their original appearance. These buildings, in addition to the Bray Administration Building and the Old Central Heating Plant, comprise the Lane College Historic District. This designation was bestowed by the Department of the Interior in 1988. On March 18, 1992, after a short illness, Dr. Chambers passed away.
Dr. Arthur L. David, a 1960 graduate of Lane College who was serving as Dean of the College, was appointed Interim President by the Lane College Board of Trustees. Dr. David served from March 1992, until his successor, Dr. Wesley Cornelious McClure, was named on August 20, 1992. Dr. McClure, a 1964 alumnus, assumed the position of President on September 1, 1992. Under Dr. McClure’s leadership, the College has experienced unprecedented growth in enrollment; renewed financial stability; improved faculty strength; revised and expanded curriculum; strengthened administrative personnel and information systems; modernized and significantly expanded physical plant; and a more student-centered campus climate fostering heightened student morale. In addition, construction of the Academic Center, housing the Library/Learning Resource Center, an auditorium, several classrooms, seminar rooms, skills laboratories, and a telecommunications center was resumed in 1996 and completed in 1997. In February 1997, this $5.2 million building was named the Chambers-McClure Academic Center (CMAC).

In April 1996, the College purchased the former Budde & Weiss Manufacturing Company, a company that designed and made furniture. Budde Street, which is adjacent to the original properties, is named in its honor. This purchase of these 6.7 acres, along with the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Ms. Essie Mae Golden Perry, increased the size of the campus to approximately 25 acres.

An extensive campus beautification initiative was undertaken in 1998, which included: a New Football Practice Field; Recreational Center; The Archives, housing a Computer Student Center, Bookstore, Communications/Copy Center, and Study Lounge/Café; Spiritual Life Center; the Health Services Center; and remodeling of the Heating Plant.

In 1997, the College began renovation of the Bray Administration Building. This edifice, built in 1905, and known as the “Crown Jewel” of the campus, received a complete interior overhaul, costing $2.2 million. Funds for this project were acquired through the U.S. Department of Education and the renovation was completed in July 2000.

In September 2001, the Lane College Board of Trustees approved the administration’s strategic plan to expand the College’s curriculum, strengthen the quality of its faculty, and increase student enrollment. Under Dr. McClure’s leadership, the College’s accreditation was reaffirmed in 2002, with commendations for Library Resources and Information Technology.

Since 2002, and particularly during the years between 2006 and 2009, the College experienced the most dramatic enrollment growth and concomitant expansion in physical facilities in its 129-year history. In 2001, 672 students were enrolled at Lane. By Fall 2010, the student-enrollment had grown to 2,222, more than tripling the size of the student population in less than ten years. Unlike enrollment trends in comparable liberal arts colleges, Lane College has been able to maintain an almost equal proportion of males and females. In Fall 2010, the ratio of males to females was approximately 1:1.

During the latter part of 2002, the College began to expand its campus acreage and, in the summer of 2003, began extensive renovations on The Archives (now known as Water Tower Place). As a result of these renovations, on November 4, 2004, the Cyber Café opened with a ribbon-cutting ceremony in the former Archives building. This facility is ideally suited for meetings, coffee, or quiet study, and is equipped with wireless internet access. During the evenings, the Café is also utilized by students for live entertainment and poetry readings.

During July, 2005, the College acquired the Federal Communications Commission (FCC) license to
operate its radio station, WLCD-FM. Lane is one of only two private colleges or universities in West Tennessee with its own radio station.

Between March and December 2006, the College acquired an off-campus residence hall named *Eastbrooke*, with a capacity for 100 occupants; erected the Meeting Hall and Production Center (the home of WLCD and the College’s Wellness Program); acquired title to the 3,500-seat Rothrock Stadium (now Lane Field) from the City of Jackson (the home of the Lane College Dragons Football team); purchased a telecommunications system to alert students, faculty, and staff of any emergencies; and bought the historic St. Paul CME Church building located on its eastern boundary. This building, renamed *The Lighthouse*, is now used for concerts, plays, and other cultural activities.

In summer 2007, the College completed construction of two residence halls, *The Edens* and *The Orchards*, each with a capacity of 86 students; and a new dining facility, *Phillips Hall*, which, after a 2009 renovation, now seats 800 students. All residential facilities provide free local telephone service, internet and cable service, and wireless computer facilities. The former dining hall was converted to *The Grand Student Lounge*, a learning/relaxing facility that houses a computer laboratory supporting 120 computers, lounge section, offices, meeting rooms, study halls, and a counseling center.

In summer 2008, work was completed on another men’s residence hall, *Alumni Hall*, which also houses 86 students.

During the spring and summer of 2009, construction was finished on the 42,000 square foot science and business building and two additional residence halls, respectively. The new science and business building, *Millennium Hall*, includes twelve classrooms; six laboratories; four lecture rooms replete with state-of-the-art technology; telecommunications capabilities; and office and lounge space to meet the needs of sixteen instructors. This new facility supports the College’s goal to be recognized as a major producer of graduates in Science, Technology, Engineering, and Mathematics (STEM) programs, and to prepare students to be truly competitive as they enter business and global marketing careers. Also in 2009, construction of two three-story, men’s and women’s residence halls (*Harper Hall and Jennie E. Lane Hall*), each housing 129 students, was completed. A pedestrian underpass, completed in August 2010, connects Harper Hall to the Student Commons and the rest of the campus.

In the last ten years, the College has invested more than 28 million dollars in the acquisition of land, improvements and renovations to existing structures, and construction of new capital facilities. This includes the new Berry Music Building that was completed in September 2010.

Lane College’s 129-year history is marked not only by enormous growth, but also the upholding of its mission to serve the disadvantaged. Community health initiatives promoting HIV/AIDS awareness and prevention of such diseases as diabetes and high blood pressure have been implemented in the College’s Wellness Program since 2006.

The Lane Evening Classes Program is another such vehicle for outreach. For working adults and other non-traditional students who are unable to attend college during the day, Lane Evening Classes Program has affordably offered evening courses to degree-seeking students since 2007. From its humble beginnings, Lane College has served as a source of inspiration for countless numbers of youth and adults throughout this nation. Today, it stands as a symbol of Christian education for persons of all faiths, creeds, colors, and nationalities.
II. PURPOSE OF THE COLLEGE

Lane College is a small, private, co-educational, church-related institution which provides a liberal arts curriculum leading to baccalaureate degrees in the Arts and Sciences. The College accepts persons regardless of race, color, gender, religion, age, or national origin.

Founded in 1882 by Bishop Isaac Lane, a former slave, Lane College is proud to be one of the nation’s oldest Historically Black Colleges, and the first four-year institution established by the Christian Methodist Episcopal Church. Consistent with its tradition of providing educational opportunities for those who may not otherwise have the opportunity to attend college, Lane College is committed to preparing students, through its liberal arts curriculum, to assume meaningful positions in their chosen occupations or professions and/or to pursue graduate studies. Consistent with its history and tradition, the College has a particular interest in preparing professional educators.

Lane College guides students through programs of intellectual experiences which enable them to identify and develop their “Power of Potential” to meet the demands of decision-making situations through thoughtful, rational, and creative thinking. Students are exhorted to continuously pursue their potential by becoming lifelong learners.

Students are encouraged and assisted in developing inner strengths and resources needed to follow through and complete tasks, to fulfill responsibilities, and to live by a workable system of values. The College seeks to help all students achieve self-discipline.

Lane College offers a balanced liberal education and seeks to continue adding to the variety of its curricular offerings in order to become even more innovative in organization and methodology and to continue to develop the mature, educated individuals needed in an ever-changing society.

The College encourages students to:

1. develop their communication skills and their use of the English language;
2. participate in campus, civic, and religious activities which broaden their concepts of social awareness;
3. make ethical judgments through counseling and advisement; and
4. improve their learning skills through the enrichment programs designed for those who have had limited opportunities.

Lane College is grounded in the belief that improvement is continuous and ongoing. Further, it believes in democratic participation in the American society in an intelligent manner designed to improve the society and its members’ opportunities. In a world of continuous change, the College endeavors to offer programs that develop the attitudes and understandings necessary for leadership and effective participation in a democratic society. The College helps its students become open-minded and tolerant individuals while
developing sensitivity for and commitment to ways of improving the human condition.

Explicit in the philosophy and purpose of the College are the following desired outcomes for all students:

1. **The Lane graduate will be able to communicate in a variety of modes.**
   
   **Rationale**
   The graduate will be able to speak effectively in varied situations; the graduate will be able to write effectively for the sake of informing, explaining, and creating; and the graduate will have acquired exposure to the use of computers.

2. **The Lane graduate will be able to acquire information.**
   
   **Rationale**
   The graduate will be able to listen effectively in various situations of life; to read effectively diverse materials at different levels of difficulty with discrimination and pleasure; to observe with reasonable accuracy in all types of environments; to ask pertinent questions; and to utilize technology to acquire information.

3. **The Lane graduate will be able to organize, comprehend, and make practical use of a wide variety of materials.**
   
   **Rationale**
   The graduate will be able to distinguish major points from minor ones in a range of materials and disciplines; to identify fallacies in reasoning; to interpret and draw inferences from statistics or other kinds of data; to demonstrate functional skills in mathematics and apply computations to daily life; and to have a deep appreciation of several art forms which grows in part out of participatory experience in at least one of these forms.

4. **The Lane graduate will be able to apply knowledge in different contexts.**
   
   **Rationale**
   The graduate will have a thirst for knowledge that immediately transcends personal concerns and the boundaries of disciplines; the ability to make sound decisions in pursuit of careers that are personally meaningful and socially valuable; and the ability to rely upon imagination and reason in recognizing and addressing issues, in applying their creativity in all endeavors of life, and in utilizing basic principles of the natural and social sciences. The graduate should also be educated to address fundamental problems of life beyond the campus.

5. **The Lane graduate will be knowledgeable of scientific principles relating to the health of the individual and the ecological order.**
Rationale
The graduate should have an understanding of how the mind and body work and knowledge of the interrelatedness of all forms of life in the setting of our universe.

6. **The Lane graduate will be able to accept and work through ambiguity and diversity while developing strong personal values, social skills, and a sense of ethics.**

Rationale
The graduate should recognize that the world is diverse, that there are many cultures, religions, and economic systems as well as unique human beings. This understanding and appreciation of diversity should lead to good judgment, a sense of empathy, and self-reliance.

7. **The Lane graduate will have completed a program of study in a specific area which has equipped the graduate with a basic understanding of the concepts and principles of the area and with skills germane to it.**

III. Accreditation

- Lane College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award degrees at the Bachelor of Arts and the Bachelor of Science Degrees.

- The College is associated with national, regional, and state organizations such as the Tennessee Independent Colleges and Universities and the American Association of Colleges for Teacher Education.

IV. Organizational Structure

- Lane College is governed by its Board of Trustees. It is the legally-constituted body that has complete authority for the operation and management of the College. The Board sets broad policies for the operation and control of the College. It selects the President who is the chief executive officer of the College, and, upon his recommendations, appoints other members of the administration, staff, and faculty.

- The By-Laws of the College provide for a maximum of thirty trustees, which include the Presiding Bishop of the First Episcopal District of the Christian Methodist Episcopal Church and the President of the Lane College National Alumni Association. Ten members of the Board are selected from Annual Conferences in the First Episcopal District of the CME Church and the remaining members are elected at
large. The President of the College, one faculty member, and one student representative are ex-officio members without voting rights (February 2007 By-Laws).

- Officers of the Board include the Chair, Vice-Chair, Secretary, and Treasurer. Standing Committees are as follows: Executive, Development/Investment, Trustee Membership, Physical Plant, Financial Affairs, Student Affairs, Academic Affairs, and Audit.

- The Board of Trustees holds two regular meetings a year.

- The Executive Committee, which has authority to act for the Board as required, meets at least once each quarter.

- The President is the chief administrative officer of the College. As such, s/he is responsible to the Board for the implementation of policies and programs it has adopted. The President stimulates and coordinates the formulation of internal operational policies and is responsible for the general supervision and coordination of the work of all phases of the College's operation. This officer is the official medium of communication between the Board and the faculty, staff, and students. The President prepares an annual report for the Board and makes recommendations for improving the College.

- As the chief administrative officer, the President is aided by the Executive Assistant to the President. The five major administrative unit heads of the College are appointed by the President. The positions which generally report to the President directly are the Executive Vice President, Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Special Assistant to the President for Enrollment Management, and the Executive Assistant to the President. These positions, along with selected other administrative staff persons, form the President's Cabinet, which is an advisory body to the President.

- More detailed information regarding the duties and responsibilities of the College's administrative officers are available to employees in the Personnel office.
Customers are among our organization’s most valuable assets. Our customers are a mix of Lane College stakeholders, and include existing and prospective students, alumni, other College employees, authorized visitors to the campus, and numerous others.

Each employee represents Lane College to its customers and the public. The manner in which employees conduct their work presents an image of the College’s entire organization. Customers judge the organization by how they are treated by employees. Therefore, one of the College’s first business priorities is to assist any customer or potential customer. It is very important to be courteous, friendly, helpful, and prompt in the attention that is given to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of each employee, but also of the professionalism of Lane College. Positive customer relations not only enhance the public’s perception or image of Lane College, but also pay off with positive enrollment and retention trends. Information on telephone and email etiquette is available from the Personnel Office.
INFORMATION ABOUT THE STAFF HANDBOOK

0500 HANDBOOK GUIDELINES

- This Staff Handbook has been prepared to provide you with general guidelines regarding Lane College’s organization, philosophies, policies, rules, current employee benefits and programs. The Handbook is not a contract of employment; nothing contained herein should be construed as a guarantee of continued employment, as employment with Lane College is on an at-will basis.

- The policies, procedures, and benefits described in the Handbook are subject to modification, addition, or deletion by Lane College at any time, with or without notice. Your continued employment will constitute your acceptance of such modifications, additions, or deletions. Whenever revised provisions (including any modifications, additions, or deletions) are approved as required under the governing College bylaws, the revised provisions supersede all previous provisions and/or practices.

- Please note the “Revised Date” markings printed on each page of the Handbook. To ensure that you are referencing the most recent update of any page of this document, check with the Personnel office where the official copy of the document is kept. As revisions are made to provisions and/or sections of the Handbook, the revised information supersedes the information which preceded it.

Every effort will be made to communicate changes to employees; however, you are also encouraged to check the bulletin boards, electronic mail and other communications sent from the President’s Office and/or Human Resources.

LANE COLLEGE
I have received a copy of the Staff Handbook, which outlines benefits, policies and employees’ responsibilities for Lane College.

I understand that this Handbook is not a contract of employment, but is only a set of guidelines for the implementation of the College’s employment policies. I understand that at Lane College, I have the right to terminate my employment at any time. Likewise, I understand that Lane College can terminate my employment at any time as well.

I understand that the provisions of this Handbook may be modified by Lane College at any time in the future, with or without notice, and that my continued employment will constitute my acceptance of such changes.

EMPLOYEE’S NAME (printed): ____________________________

EMPLOYEE’S SIGNATURE: ____________________________

DATE: ____________________________
EMPLOYMENT POLICIES

1000 EMPLOYMENT AT WILL

- At Lane College, it is our goal to treat employees fairly. Sometimes, employees leave the College because they desire to do so. They move, find themselves in different circumstances, or simply want a change.

- As an employee of Lane College, you have the right to terminate your employment at any time. Likewise, Lane College retains the right to enlarge, reduce, or make changes in, or terminations from, the workforce.

- Employment with us, therefore, has always been considered “at will,” permitting either party to freely end the employment relationship at any time. Only the President of Lane College has the authority to enter into an employment contract with any individual employee, and it must have a definite duration and be in writing.

- If you should choose to resign, we would appreciate as much advance notice as possible, with, preferably a minimum of two (2) weeks’ notice. Some administrative positions require a thirty (30) day notice.

- As stated previously, the policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Lane College and any of its employees.

- Lane College reserves the right to change, modify/revise, suspend, interpret, supplement, cancel and/or rescind any policies or portion of the Handbook from time to time as it deems appropriate, without advance notice, in its sole discretion. The recognition of these rights and prerogatives is a term and condition of employment and continued employment.
The Department of Human Resources and the supervisor seeking to fill a job vacancy work jointly on recruiting and hiring staff and in using the service of the human resources offices in finding, screening, and selecting candidates.

Lane College is committed to
- Affirmative action as an integral part of the process of recruitment, selection, placement, transfer, and promotion
- Promotion from within whenever possible
- Full and timely consideration of all candidates

**Posting.** Open positions are posted on the College’s web site, local and state wide newspapers, national jobs posting media, and via the internet. The listing is available at [www.lanecollege.edu](http://www.lanecollege.edu).

**Transfer or promotion from within.** Lane College assists employees in attaining personal career goals by giving qualified, interested employees an opportunity for transfer or promotion. Employees should watch for open positions and apply at the human resources office located on the 3rd floor of Bray Hall.

**Employee referrals.** Employees are encouraged to refer qualified people to Lane College for employment.

**Applications and resumes.** An interested applicant applies by sending his or her resume to mcclure@lanecollege.edu indicating the open job for which he or she is applying. An applicant may also fax the resume to (731) 426-7542. Applications will be forwarded to the appropriate hiring manager, who reviews applications and selects applicants to be interviewed. Applicants may then be interviewed by the hiring manager or by an interview team. Once a decision is made, the applicant is recommended to the President for approval. No one is considered hired without approval from the President.

**Good faith search.** An effort is made in good faith to include among the applicants members of groups underrepresented in the College’s workforce. Searches are conducted in compliance with the equal employment opportunity laws of the United States and the affirmative action plan of the College.

**Equal Employment Opportunity**

**General**
- Lane College has a policy of providing equal opportunity to its employees and applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, veteran status, parental status, marital status, or any other characteristic protected by applicable law. It is the policy of the College to insure that all personnel actions are administered in a nondiscriminatory manner. All
employment policies and procedures are designed to advance the College’s aim of providing equal employment opportunities and a work environment free of unlawful discrimination.

- Lane College prohibits retaliation against individuals who raise issues of potential discrimination or who participate in an investigation of any claim of discrimination. Employees may raise concerns and/or make reports without fear of reprisal.

- Accordingly, employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Human Resources.

- Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1200 IMMIGRATION LAW COMPLIANCE

- Lane College is committed to abiding by all federal, state and local laws and to employing only United States citizens and aliens who are legally authorized to work in the United States. The College does not unlawfully discriminate on the basis of citizenship status or national origin.

- In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Employment Eligibility Verification Form I-9.

- Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions, concerns, or complaints about immigration law compliance without fear of reprisal.
1300 Disability Accommodation

- Lane College is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

| The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This booklet explains the part of the ADA that prohibits job discrimination. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission and State and local civil rights enforcement agencies that work with the Commission. |

- Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position.

- Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions and where such accommodation does not impose an undue hardship on the operation of the College as defined under the Americans with Disabilities Act. Each accommodation request will be handled on a case-by-case basis, and every effort will be made to comply with the Act.

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

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

- This policy is neither exhaustive nor exclusive. Lane College is committed to ensuring equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.
1400 BUSINESS ETHICS AND CONDUCT

- The successful business operation and reputation of Lane College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires the careful observance of the spirit and letter of all applicable laws and regulations by all employees, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

- The continued success of Lane College is dependent upon our customers’ trust, and the College is dedicated to preserving that trust. Employees owe a duty to Lane College, its customers, and stakeholders to act in a way that will merit the continued trust and confidence of the public.

- Lane College complies with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal or unethical conduct.

- In general, the use of good judgment, based on high ethical principles, will guide you with respect to determining acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and/or with Human Resources without fear of reprisal.

- Compliance with this policy of ethical business conduct is the responsibility of every Lane College employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

1500 HIRING OF RELATIVES

- The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

- For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

- The College reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level in the same line of authority that may affect the review of
employment decisions. Relatives of employees should not occupy a position reporting
directly to their relative, or one in which they directly supervise their relative.

- If a relative relationship is established after employment between employees who are
  in a reporting situation described above, it is the responsibility and obligation of the
  supervisor involved in the relationship to disclose the existence of the relationship to
  management. If a transfer is determined to be necessary, the individuals concerned
  will be given the opportunity to decide who is to be transferred to another available
  position. If that decision is not made within 30 calendar days of disclosure, management
  will have the right to decide who is to be transferred.

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

1600 CONFLICTS OF INTEREST

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

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

- No "presumption of guilt" is created by the mere existence of a relationship with
  outside organizations. However, if employees have any influence on transactions
  involving purchases, contracts, or leases, it is imperative that they disclose to an officer
  of Lane College as soon as possible the existence of any actual or potential conflict of
  interest so that safeguards can be established to protect all parties.

- Personal gain may result not only in cases where an employee or relative has a
  significant ownership in a firm with which Lane College does business, but also when
  an employee or relative receives any kickback, bribe, gift, or special consideration as a
  result of any transaction or business dealings involving Lane College.

In order that Lane College may avoid even the perception of impropriety, each
institutional officer is asked to disclose any relationships that may give rise to a conflict of interest with the College between the institutional officer and a member of the employee’s family. (See Conflict of Interest Form at the back of the manual)

1700 Outside Employment

- An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Lane College. All employees will be judged by the same performance standards and will be subject to Lane College’s scheduling demands, regardless of any existing outside work requirements.

- If Lane College determines that an employee’s outside work interferes with job performance or the ability to meet the requirements of Lane College as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed at Lane College.

- Outside employment or other gainful business activity by an employee could involve an actual or potential conflict of interest or could lessen the impartiality, judgment, effectiveness, and/or productivity that is expected in the performance of his/her duties. Outside employment will present a conflict of interest if it has an adverse impact on Lane College.

- In keeping with this policy, any employee wishing to engage in outside employment must submit a written notice to the immediate supervisor, with a copy forwarded to the President and to Human Resources prior to accepting the outside position. A review will be made on a case-by-case basis, and the employee will be informed if there is any conflict of interest.

1800 Non-Disclosure

- The protection of confidential business information is vital to the interests and the success of Lane College. Such confidential information can include, but is not limited to:

  * compensation data
  * computer processes
  * financial information
  * marketing strategies
  * pending projects and proposals
• All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

1900 Employee Relations

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

• Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. Lane College will continue to demonstrate its commitment to employees by responding effectively to employee concerns.
EMPLOYMENT CATEGORIES AND RECORD

2000 EMPLOYMENT CATEGORIES

- It is the intent of this section of the Handbook to provide guidelines regarding the definitions of employment classifications so that employees will better understand their employment status and benefit eligibility. These classifications do not guarantee an employment status or employment with the College for any specified period. Accordingly, the right to terminate the employment relationship at will is retained by both the employee and Lane College.

- Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee’s EXEMPT or NONEXEMPT classification may be changed only upon written notification by Lane College management.

In addition to the above categories, each employee will belong to one of the employment categories listed below:

- REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Lane College’s full-time schedule. Generally, they are eligible for Lane College’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. While part-time employees do receive all legally mandated benefits (such as Social Security and workers’ compensation insurance), they are generally ineligible for other benefit programs.

- INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Lane College is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification when it is conferred. See Section 2100 for more details regarding this classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, and/or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers’ compensation insurance and Social Security), they are generally ineligible for Lane College’s other benefit programs.
2100 INTRODUCTORY PERIOD OF EMPLOYMENT

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

- All new and rehired employees work on an introductory basis for the first six months after their date of hire. Any absence will automatically extend an introductory period by the length of the absence. If Lane College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

- Employees who are promoted or transferred within Lane College must complete a secondary introductory period of the same length with each reassignment to a new position.

- In these cases, an employee who, in the judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may or may not be allowed to return to

- his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions, Lane College’s needs, and management’s discretion.

- Upon satisfactory completion of the initial introductory period, employees can enter the "regular" employment classification or other employment classification as defined in this Handbook.

- During the initial introductory period, new or rehired employees are eligible for those benefits that are required by law, such as workers’ compensation insurance and Social Security.

- After becoming regular employees, these employees may also be eligible for other Lane College-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

- Benefit eligibility and employment status are not changed during any secondary introductory period resulting from a promotion or transfer within Lane College.
2200 PERSONNEL FILES

- Important events in each employee’s history with the College will be recorded and kept in the employee’s personnel file. An employee’s personnel file begins with his completed employment application form. Regular performance reviews, change of status records, corrective action warnings; etc. are all examples of the type of work records maintained.

- The following provisions apply with respect to Lane College’s standards for establishing, maintaining and handling employee personnel files:

  All employees shall promptly report all pertinent personal information and data changes to Human Resources. All official records concerning an employee will be kept up to date as updated information is received.

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

  Employees who wish to review their own file should contact the Personnel Office. With reasonable advance notice, employees may be permitted to review their own personnel files under the following conditions: (1) in Lane College's offices; (2) at the convenience of Human Resources; and (3) in the presence of an individual appointed by Lane College to maintain the files.

  All information in employee personnel files is considered confidential. This information will be available only to selected employees in Human Resources, the employee, supervising/management employees of the employee at the time the review is requested, and Officers of the College. No employee other than those authorized shall review another employee’s personnel file. Any violation of this policy is considered a very serious offense and may result in termination.

  If employees are concerned about their job performance, or if they wish to talk about job prospects in line with their career interests and abilities, they may arrange for a counseling discussion with management. Such a discussion will be confidential and will in no way jeopardize their present position or future with the College.
2300 Employment Reference Checks

- To ensure that individuals who join Lane College are well qualified and have a strong potential to be productive and successful, it is the policy of Lane College to check the employment references of all applicants.

- From time to time, employees may need to have their employment at the College verified for a third party such as a financial institution, court, or the Social Security Administration. In some instances, a background check may also be conducted. The Personnel Office will only release the following information about employees: dates of employment, wage rates, and position(s) held. No additional employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

- It is College policy not to give employment information over the telephone. All requests for verification of employment must be made in writing.

2400 Personnel Data Changes

- Human Resources maintain a confidential master record of every employee. Maintaining these files with up-to-date information is very important for such purposes as insurance claims, continuation of insurance, tax withholding statements, and providing the means to reach employees and/or their families in emergency situations.

- Accordingly, it is the responsibility of each employee to promptly notify Lane College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such information, should be updated, so that the College’s records can

- be complete and accurate at all times. If any personnel data has changed, you must complete a revised Personal Data Form. These forms are available in the Personnel Office.

2500 Employment Applications

- Lane College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment. If the person has been hired, such misrepresentations, falsifications or omissions may result in disciplinary actions, up to and including the termination of employment.
**2600 Employment Termination**

- Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
  - Resignation - voluntary employment termination initiated by an employee.
  - Discharge or Layoff - involuntary employment terminations initiated by the organization.
  - Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

- Lane College will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Lane College, and/or return of College-owned property.

- Since employment with Lane College is based on mutual consent, both the employee and Lane College have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner.

- All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee’s expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

**2700 Resignation**

- Resignation is a voluntary act initiated by the employee to terminate employment with Lane College. Lane College requests at least 30 days’ written resignation notice from certain management level positions and at least two weeks notice of resignation from other positions. Questions regarding the length of notice for a particular position should be directed to Human Resources.

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

- The College requests notice as described above, but does not require such notice. However, if an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.
EMPLOYEE PROGRAMS / LEAVE OF ABSENCE

3000 Employee Benefits

- Eligible employees at Lane College are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

- The eligibility for benefits is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Staff Handbook.

- The following benefit programs are among those available to eligible employees:
  * Athletic and Cultural Events
  * Educational Leave
  * Tuition Discount
  * Witness Duty Leave
  * Bereavement Leave
  * Vision Insurance
  * Dental Insurance
  * Family Leave
  * Health Insurance
  * Holidays
  * Jury Duty Leave
  * Workers Compensation
  * Medical Leave
  * Military Leave
  * Personal Days
  * Sick Leave Benefits
  * Uniform and Uniform Maintenance
  * Vacation Benefits

- Some benefit programs require contributions from employees, but most are fully paid by Lane College.

3100 Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

- **Eligibility.** Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:
Regular full-time employees

- All vacation leave taken must be approved by the immediate supervisor and the Director of Human Resources who certifies that the employee has accumulated sufficient leave.

- **Schedule.** The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

  o 10 Years of Service or less
    Upon initial eligibility, the employee is entitled to vacation accrued monthly at the rate of 1 day per month.

  o 11 - 19 Years of Service
    After eleven (11) years of eligible service, the employee is entitled to vacation accrued monthly at the rate of 1.500 days per month.

  o 20 Years or More of Service
    After twenty (20) years of eligible service, the employee is entitled to vacation accrued monthly at the rate of 2.000 days per month.

- **Conditions and Requirements**
The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn vacation time. Vacation is calculated based on full calendar months of employment commencing after the date of employment. Accordingly, for employees who begin employment after the first day of any calendar month, the accrual begins with the first day of the next calendar month. For example, if an employee began employment with the College on February 16, the vacation time of that employee would accrue commencing March 1, and one month’s accrual would be credited after March 31.

- Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of six months must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

- Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should submit requests seven (7) days in advance for approval from their supervisors and Human Resources (which certifies that the employee has accumulated sufficient leave). Any requests not submitted the required number of days in advance may be denied. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. It should be noted that vacation is taken at the convenience of the College on days mutually agreed to by the employer and the employee.
• Approved vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special compensation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next fiscal year not to exceed thirty (30) days. Accrual of vacation continues throughout the fiscal period but at fiscal year end, leave is adjusted to reflect the maximum carryover of thirty (30) days.

• Pay for Vested/Accrued Vacation Upon Termination

Upon termination of employment, the employee will be paid for vested and accrued, but unused vacation. The paid vacation leave shall not exceed the maximum carried forward at fiscal year-end of thirty (30) days.

3200 HOLIDAYS

• Lane College will grant holiday time off for the holidays listed below:

  * New Year’s Day (January 1st)
  * Dr. Martin Luther King, Jr. Day (3rd Monday in January)
  * Good Friday (Friday before Easter)
  * Memorial Day (Last Monday in May)
  * Independence Day (July 4th)
  * Labor Day (1st Monday in September)
  * Thanksgiving (4th Thursday in November)
  * Day after Thanksgiving (Friday following Holiday)
  * Christmas Eve (December 24th)
  * Christmas (December 25th)

• Lane College will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s) include:

  * Regular full-time employees

• A recognized holiday that falls on a Saturday will generally be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be generally be observed on the following Monday.
• If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

• If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

• Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

3300 Sick Leave

• Lane College provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

  * Regular full-time employees

• Eligible employees will accrue sick leave benefits at the rate of 1 day for every full month of service. Sick leave benefits are calculated on the basis of a "benefit year", the 12-month period that begins when the employee starts to earn sick leave benefits.

• Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

• Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor should also be contacted on each additional day of absence.

• If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

• The employee should keep the supervisor or department head informed of his/her physical condition and the estimated date of return throughout his/her absence.

• Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

• All regular full-time employees shall accrue sick leave at the rate of one (1) day per full
month of employment. The sick leave accruing to an employee’s credit that is not used during the year in which it is earned may accumulate from year-to-year not to exceed ninety (90) days.

- Holidays occurring during a paid sick leave shall be paid as a holiday and not as a sick day. Employees who become ill or injured while on vacation leave may convert the leave time to sick leave time with presentation of an appropriate physician’s statement.

- Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### 3400 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

- Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):
  * Regular full-time employees

- Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

- Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors’ approval, use any available paid leave for additional time off as necessary.

- Lane College defines "immediate family" as the employee’s spouse, parent, child, sibling, grandparent, the employee’s spouse’s parent, the employee’s spouse’s child, the employee’s spouse’s sibling, and the employee’s spouse’s grandparent.

### 3500 Jury Duty

- Jury duty leave, with pay, shall be granted to employees who are summoned for jury duty. This enables employees to fulfill a civic responsibility without suffering a loss of income. In order to be eligible for jury duty pay, employees must provide their supervisors with a statement from the court clerk indicating the time served on the jury and the amount received as jury duty pay. When employees are on jury duty, they
shall be paid an amount equal to the difference between their normal salary or hourly wage and the amount received for jury duty.

- If an employee is rejected for jury duty, he or she should inform his/her supervisor and return to work as scheduled.

- Employees on jury duty are expected to report to work on scheduled workdays if the court is not in session. When relieved from jury responsibility during a scheduled shift, employees should check with supervision to determine if they are needed for the remainder of their scheduled shift.

- Following the completion of jury duty, employees are required to return to work on their first regularly scheduled workday. Special rules may apply to employees who work a night shift.

3600 WITNESS DUTY

- Lane College encourages employees to appear in court for witness duty when subpoenaed to do so.

- If employees have been subpoenaed or otherwise requested to testify as witnesses by Lane College, they will receive paid time off for the entire period of witness duty.

- Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Lane College. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

- The subpoena should be shown to the employee’s supervisor and the Personnel Office immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee’s absence. The employee is expected to report for work whenever the court schedule permits.

3700 MILITARY LEAVE

Military Leave With Pay

- Regular employees of the College who receive orders to report for training or active duty in the armed service of the State of Tennessee or of the United States shall be entitled to military leave with pay for up to fifteen (15) working days per calendar year. The employee will continue to earn regular pay, service credit, and applicable
annual and/or sick leave accruals. All other rights and benefits continue to which the employee is otherwise entitled.

- According to State law, regular employees are entitled to leave with pay if they are called to active duty by the State of Tennessee (e.g. a member of the National Guard called to quell a riot.)

**Military Leave Without Pay**

- All employees of the College who receive orders to report for training or active duty in the armed services of the State of Tennessee or of the United States will be granted leave of absence without pay (for military reasons). Regular employees who have exhausted their military leave with pay for fifteen (15) working days in any one calendar year may elect to use their accrued annual leave or take annual leave with pay. Accrued sick leave may be taken if the employee provides proof to the College that he/she was sick while serving in the armed services.

**Notice**

- Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

**Certification**

- Employees must furnish certification from competent military authority of the dates active duty was actually performed.

**Re-employment Rights**

- An employee on military leave of absence shall be entitled to re-employment rights if (1) advance written or verbal notice of military service is provided to the College (unless precluded by military necessity or if impossible/unreasonable due to all relevant circumstances), (2) the cumulative length of absence for military service does not exceed five (5) years, and (3) the employee's entitlement to re-employment has not been terminated due to dishonorable or bad conduct discharges, and (4) the employee reports to work or applies for re-employment in a timely manner (definition of timeliness and additional details are available).

- Persons returning from military leave will enjoy the same rights and privileges they were entitled to before they began military duty and to any other rights and privileges that which may have accrued, provided they are qualified.

**More Details Available**

- Contact Human Resources for more information or questions about military leave, in
general, and extended military leave in particular.

3800 WORKERS’ COMPENSATION

- Lane College provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

- Workers’ compensation pays after the employee has been off work eight (8) consecutive working days. The employee will continue to receive compensation after the eighth day indefinitely as long as there is medical proof. If any employee is off from work for fourteen consecutive days, their pay will be retroactive covering the first through the seventh day of illness/injury. Worker’s compensation is computed at 66 2/3% of the employee’s salary subject to the maximum provided by law.

- Employees who sustain work-related injuries or illnesses should inform their supervisor and the Personnel Office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Also, the prompt reporting of incidents allows the filing of proper claims for medical expenses and reimbursement of any loss of wages with the Tennessee Department of Labor and Workforce Development which administers the State’s Worker’s Compensation Law.

- Neither Lane College nor its Workers Compensation Insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity or event sponsored by or in some way related to Lane College.

3900 EDUCATIONAL LEAVE

- Non-Academic personnel are encouraged to pursue further educational studies. Regular full-time employees who have completed at least two years of service at the College may receive educational leave without pay to permit them to pursue a program of study that is determined by the supervisor to be directly related to their work at Lane College. Such educational leave may be taken full or part-time for a period not to exceed twelve (12) months and may be used to pursue a program of study at Lane College or any college or university chosen by the employee. Where possible, the institution will seek to re-employ persons who have taken full-time educational leave. Reinstatement cannot be guaranteed.
• For employees who want to take a course(s) at Lane College while continuing their employment, a maximum of two classes, not to exceed seven (7) credit hours, will be allowed during working hours. Employees desiring to take classes at other institutions in the city will be limited to one class. In both instances, employees are required to make up any time out of their office. Employees must be full-time and have completed two year’s employment in order to be eligible for tuition discounts of up to 50%.

• If an employee fails to report to work at the end of the approved educational leave period, Lane College will assume that the employee has resigned.

3901 Tuition Discount

• A tuition discount is offered to children and spouses of employees who have been employed for at least one year. This discount is intended to assist with educational expenses when considered with other forms of financial aid benefits.

3902 Athletic and Cultural Events

• Employees are urged to attend athletic contests and other cultural events that occur during the academic year. Admission to most of these events is free of charge to College employees. These events must be sponsored and controlled by the College.

4000 Health Insurance

• Lane College’s health insurance plan provides eligible employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees

• Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Lane College and the insurance carrier.

• A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation/COBRA policy for more information.
• Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Personnel Office for more information about health insurance benefits.

4100 BENEFITS CONTINUATION (COBRA)

• The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Lane College’s health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; and an employee's divorce or legal separation.

• Under COBRA, the employee or beneficiary pays the full cost of coverage at Lane College’s group rates plus an administration fee if s/he quit voluntary. If an employee is terminated, the College is required to pay the premium cost. Blue Cross Blue Shield of Tennessee (BCBS) administers Lane College’s COBRA program. BCBS provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Lane College’s health insurance plan. The notice contains important information about the employee's rights and obligations. In accordance with the requirements of the law, supervisors must notify the Personnel Office immediately when a "qualifying event" occurs.

4200 LIFE INSURANCE

• Life insurance offers you and your family important financial protection. Lane College provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

• Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

• Employees in the following employment classifications are eligible to participate in the life insurance plan:
  * Regular full-time employees

• Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Lane College and the insurance carrier.
Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Personnel Office for more information about life insurance benefits.

4300 FAMILY AND MEDICAL LEAVE POLICY

Eligibility and Leave Entitlement

Eligible employees who have worked for the College for at least twelve months and at least 1,250 hours during the twelve-month period immediately preceding the commencement of leave may take up to 12 weeks of leave under the Family and Medical Leave Act ("FMLA") per 12 month period (1) because of a serious health condition that makes the employee unable to perform the functions of the employee’s job; (2) to care for the employee’s spouse, son, daughter, or parent with a serious health condition; or (3) for the birth of a son or daughter, and to care for the newborn child, or for placement with the employee of a son or daughter for adoption or foster care. The amount of FMLA leave available to the employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave.

Family Leave for Birth or Placement of Child

An employee’s entitlement to FMLA leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement of the child. In the case of unpaid leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the College agree. If both spouses are employed by the College, their combined FMLA leave for the birth, care, or placement of a child with the employee for adoption or foster care shall not exceed twelve (12) weeks during any 12-month period.

Serious Health Condition

Under the FMLA, a “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves: Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (meaning inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or

Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
1. A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

(a) Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

(b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment.

2. A period of incapacity due to pregnancy, or for prenatal care.

3. A period of incapacity or treatment for such incapacity due to a chronic serious health condition, which requires periodic visits for treatment by a health care provider, continues over an extended period of time (including recurring episodes of a single underlying condition), and may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

4. A period of incapacity that which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment from, a health care provider (e.g., Alzheimer’s, severe stroke, or terminal disease).

5. A period of absence to receive multiple treatments for an injury or condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated (e.g., chemotherapy or radiation for cancer, physical therapy for severe arthritis, or dialysis for kidney disease).

Intermittent or Reduced Schedule Leave

- In case of unpaid leave for serious health conditions, FMLA leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment by or under the supervision of a health care provider, for recovery from treatment, or for recovery from a serious health condition. Such leave may also be taken to provide care or psychological comfort to an immediate family member with a serious health condition.

- Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member’s or the employee’s own serious health condition, the College has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee’s regular job. The
temporary position will have equivalent pay and benefits as the employee’s regular job.

Application for Leave

- An employee requesting leave must complete a Request for Family or Medical Leave form and return it to the Director of Human Resources. The completed application must state the reason for the leave, and the anticipated starting (beginning) and ending dates of the leave. In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the College notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. This ordinarily means that the employee must at least provide verbal notice to the College within one or two business days of when the need for leave becomes known to the employee.

Notice of Need for Leave

- When the need for Family or Medical Leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, an employee intending to take Family or Medical Leave must submit an application for leave at least thirty (30) days before the leave is to begin.

- In the event 30 days notice is not practicable due to a lack of knowledge of approximately when the leave will be required to begin or due to a change in circumstances or medical emergency, an employee should give notice of the need for leave to his or her immediate supervisor and to the Director of Human Resources as soon as it is practicable to do so.

Medical Certification of Leave

- An employee seeking to take FMLA leave based on the serious health condition of the employee or the employee’s spouse, child or parent must provide a medical certification statement completed by a health care provider. Such certification should be provided as soon as possible and not later than 15 days after request, absent extenuating circumstances. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

- If the employee is needed to care for a spouse, child or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform one or more of the essential functions of his or her job.

- If the employee furnishes a certification that the College believes may be invalid, the
College may require the employee to obtain a second opinion, at the College’s expense. If the second opinion differs from the first, the College may then require the employee to obtain a third opinion, also at the College's expense, the results of which will be final and binding. The third health care provider would be designated or approved jointly by the College and the employee.

- If the employee never produces the certification, the employee’s absence shall not qualify as FMLA leave, and the absence will be treated in accordance with the College’s attendance policy.

**Scheduling FMLA Leave**

- Whenever possible, and subject to a health care provider’s approval and certification when planning medical treatment, employees taking FMLA leave must consult with the College and make a reasonable effort to schedule the leave so as not to unduly disrupt the College’s operations. Employees are expected to consult with the College prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of both the employee and the College.

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees to up to 12 weeks of unpaid (or paid) leave for illness or certain family reasons. Employees are eligible for the 12 weeks of FMLA leave each academic year (July 1 through June 30). Employees may use paid sick leave or vacation, as appropriate, during the FMLA leave or may use leave without pay if necessary. FMLA leave is available for the following purposes: birth or adoption of a child, and in order to care for such child; care of a spouse, child, or parent with a serious health condition; or for an employee’s serious health condition.

- If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment fails to consult with the College to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the College’s operations, the College will initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the employee’s health care provider.

**Substitution of Paid Time Off**

- If an employee takes family or medical leave under the College’s Family and Medical Leave policy, the employee must substitute accrued paid leave, including sick leave and vacation, for unpaid FMLA leave to the extent that the circumstances surrounding the employee’s FMLA leave meet the College’s usual requirements for
the use of such paid leave. The paid leave and FMLA leave would run at the same time and count toward the 12 weeks of FMLA leave. Once paid time off has been exhausted, any remaining FMLA leave would be unpaid.

Health Insurance

- Employees taking FMLA leave are entitled to maintain health benefits while on leave under the same terms and conditions as when they were on the job. This means that the employee is required to make arrangements to continue making payments on his/her portion of the health insurance premiums on a monthly basis. Failure to pay the employee’s share of health insurance premiums may result in a loss of insurance coverage.

Restoration of Employment

- Employees are guaranteed the right to return from FMLA leave to their previous position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, if upon the expiration of an employee’s 12-week entitlement to FMLA leave, the employee is unable to perform an essential function of his/her position because of a physical or mental condition, including the continuation of a serious health condition, the employee will have no right to restoration under the Family and Medical Leave Act. This does not necessarily mean that the employee will not be returned to work. If, due to an employee’s own medical circumstances, he/she is no longer able to perform, his/her original job, the College may attempt to transfer the employee to alternative work for which he/she is qualified, if such work is available. However, if an employee would otherwise have ceased to be employed at the time that the employee seeks reinstatement, the employee will not be entitled to restoration.

Accrual of Benefits

- During FMLA Leave, the employee shall not accrue employment benefits such as vacation pay. Employment benefits accrued by the employee up to the day on which the family leave of absence begins will not be lost. The FMLA provides that taking leave will not result in the loss of accrued benefits, but it does not require the College to credit the employee’s service during the leave if the policy does not provide for crediting service during other unpaid leaves.

Repayment of Health Insurance Premiums

- If an employee fails to return from leave, he or she will be required to pay for the College the full cost of all health premiums paid on the employee’s behalf, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his or her job due to circumstances beyond the control of the employee.
Fitness-For-Duty Certificate

- Prior to being restored to employment from FMLA leave for the employee’s own serious health condition, employees will be required to present a fitness-for-duty certificate from the employee’s health care provider that the employee is able to resume work.

Updates of Status and Intent to Return to Work

- The College will require an employee on FMLA leave to report periodically on his/her status and his/her intention to return to work, and also periodic recertification of the medical condition. An employee taking leave due to the employee’s serious health condition is required to obtain certification that the employee is able to resume work prior to the return from any FMLA leave.

- Employees taking non-intermittent FMLA leave are required to provide the College with at least two (2) business days’ prior notice of their intent to return to work.

4400 Voluntary Medical Leave

Eligibility/Description

- Regular full-time employees of the College who have exhausted their FMLA leave or who are not eligible for FMLA leave may request a voluntary medical leave of absence for a personal illness or injury. All voluntary medical leaves of absence will be without pay unless the absence is covered by applicable insurance benefits. Employees will be required to first use any accrued paid leave time before requesting unpaid medical leave.

- For purposes of this policy, serious health conditions or disabilities include: inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

**NOTE:** Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

- Subject to the terms, conditions, and limitations of the applicable plans, Lane College will continue to provide health insurance benefits for the full period of the approved medical leave for eligible employees. Any employee contributions required will need to be paid by the employee.
• Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

• Certification and Duration of Leave

• A physician's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Upon the written certification of a physician that a medical leave of absence is needed as a result of the employee's illness or injury, a medical leave of absence may be granted for an initial period of up to one (1) month. If the certified absence continues beyond one (1) month and upon further recommendation of the attending physician, extensions of leave may be granted for additional intervals up to one month. However, employees who are absent from work more than twelve (12) months, without regard for the cause of the absence, will be subject to termination of employment. Failure to return on the date of the expiration of the leave may result in disciplinary action up to and including discharge.

Procedure

• All voluntary medical leaves of absence must be approved by both the employee’s supervisor and, upon recommendation by the Director of Personnel, the Vice President for Business and Finance. Eligible employees should make written requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

• If an eligible employee’s request for voluntary medical leave is approved, his/her record of continued service is not broken, provided that he/she returns to work at the time agreed. As stated, an employee’s failure to return on the agreed-to date may result in disciplinary action up to and including discharge. Of course, if during his or her medical leave of absence, an employee is employed by someone else, that employee’s leave will be considered a resignation.

Return and Reinstatement

• Employees returning from all medical or other leaves of absence must submit a physician’s statement indicating that they are able to return to work and perform the essential functions of their position, with or without reasonable accommodation. Unless a specific date of return has already been established, requests to return to work should be made at least two (2) weeks in advance, so that the College may consider the employee’s return request and plan accordingly.

• The College may find it necessary to hire a replacement for an employee who is on medical leave. The College will, however, attempt to reinstate employees at the end of their medical leave. If there is no suitable work available when an employee seeks to return to work, reinstatement may be denied.
4500 Required Medical Leave

- When the College has reason to believe that an employee has a physical or mental condition that is preventing the employee from performing the essential functions of his or her job, it may require the employee to take a medical leave of absence until such time as the employee has received any necessary treatment and undergone a fitness-for-duty medical examination that enables the College to determine whether the employee can perform his or her job with or without reasonable accommodation.

- For example, if an employee is having difficulty performing his or her essential job duties effectively; if there is evidence of problems with the employee’s job performance; or if the employee disrupts the College’s business operations, the employee may be required to make a medical leave of absence until such time as the employee undergoes a medical examination and the College is able to determine whether the employee has a disability that is preventing him/her from performing the essential functions of his/her job with or without accommodation.

- To assess whether an accommodation is needed or to assist in identifying an appropriate accommodation, the College might consult with appropriate professional sources, such as occupational and physical therapists, rehabilitation specialists or organizations, or consultants with expertise in adaptations for specific disabilities.

- All such medical leaves of absence will be without pay unless the absence is covered by any applicable insurance benefits.

- If the College determines that the employee may perform the essential functions of his or her job with or without reasonable accommodation, the employee may return to work, subject to the requirements of the Return and Reinstatement Policies detailed in Section 4400 above. In some instances, the College may determine that an employee is not currently able to perform the essential functions of his or her job with or without reasonable accommodation, and place the employee on a leave of absence for a particular duration. However, employees who are absent from work for more than twelve (12) months, without regard for the cause of the absence, will be subject to termination of employment.

4600 Personal Days

- The College grants two paid personal days to regular, full-time employees who have at least one year of employment with the College and who receive approval for these personal days from their supervisor. Requests for personal days can be made for the purpose of conducting private affairs, including observance of religious holidays, or any other reason. In the case of religious holidays, departmental supervision will do
their best to accommodate employee requests.

- Requests for approval of personal days should generally be made in advance; and to assist the College in planning, should be made as far in advance as possible. Approval is subject to the College’s operating needs.

- As stated, regular, full-time employees with one year of service are eligible to request personal days. The calculation of eligibility for personal days is based on service years as opposed to calendar years. Accordingly, employees receive up to two days per year, with the calculation of eligibility commencing with the anniversary date of hire.

- Personal leave days do not accrue from one year to the next.
5000 Attendance Policy

- Regular and predictable attendance at work is required and is an essential function of all jobs at Lane College. The College expects each employee to be at work and on time each day, unless the employee has been approved for paid or unpaid time off. Excessive unapproved absenteeism and/or tardiness can result in disciplinary action, up to and including termination.

5100 Reporting Absences and Tardiness

- Employees should report any anticipated absence or tardiness to his/her immediate supervisor or a manager in a timely manner to allow the College to plan for alternative coverage. When an employee expects to be absent from work, the employee shall contact his/her supervisor before the scheduled start of his/her shift to provide an explanation for the absence. The exception to this requirement is where exigent circumstances make it impracticable for the employee to make direct contact with the College. If an employee expects to be tardy, the employee shall notify his/her supervisor or a manager prior to the start of the shift.

- If an employee is absent for three (3) consecutive shifts without reporting such absence to the College, the employee will be considered to have quit without notice, and the employee will be subject to discharge.

- The following listing provides examples of attendance violations which could be cause for discipline:
  
  1. Multiple absences constituting excessive absenteeism;
  2. Absences where an employee does not provide prior notice;
  3. Multiple lateness incidents;
  4. Multiple incidents of leaving early.

5200 Timekeeping

- Accurately recording time worked is the responsibility of each non-exempt employee. Federal and state laws require Lane College to keep an accurate record of time worked
in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

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

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

- Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without express, prior authorization from their supervisor.

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

- Lane College uses time cards and time sheets to report time worked. All employees, with the exception of the Vice Presidents or others designated by the Office of the President, should submit time reports. Your supervisor will inform you of the appropriate form to submit and the due dates of these reports. If you have questions regarding timekeeping, contact Human Resources. Timesheets for exempt employees should be submitted within five working days after then the end of each month. Failure to submit timesheets may result in loss of pay.

**3500 Salary Administration**

- Because recruiting and retaining talented employees is critical to our success, Lane College is committed to paying its employees equitable wages that reflect the positions' requirements and responsibilities. Compensation for every position is determined by several factors, including but not limited to the essential duties and responsibilities of the job, the qualifications (e.g., experience, education, etc.) of the employee in the job, and salary survey data related to the pay practices of other employers. Lane College periodically reviews its salary administration program and restructures it as necessary.

- Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors who are responsible for the fair administration of departmental pay practices. The Personnel Office is also available to answer questions
about the salary administration program.

5400 Paydays

- Hourly employees are paid bi-weekly on every other Friday. Salaried employees are paid semi-monthly on the 15th and last working day of the month or they may elect to be paid monthly on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the payroll period.

- In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

- If a regular payday falls during an employee’s vacation, the employee’s paycheck will be available upon his or her return from vacation.

- Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Lane College. Employees will receive an itemized statement of wages when Lane College makes direct deposits.

5500 Pay Advances

- As a general policy, Lane College does not provide pay advances on unearned wages to employees. The President of the College is the only person authorized to approve any exceptions to this policy.
5600 Work Schedules

- Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

5700 Meal Periods

- All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Generally, the meal period should be taken between the hours of 11:00 a.m. and 2:00 p.m. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

5800 Overtime

- When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work should receive the supervisor's and/or President's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

- Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked.

5900 Emergency Closings

- At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt College operations. In extreme cases, these circumstances may require the closing of a work facility.

- In the event that such an emergency occurs during non-working hours, local radio and/or television stations may be asked to broadcast notification of the closing.

- When the decision to close is made AFTER the workday has begun, employees will
receive official notification from their immediate supervisors.

- In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits, however approval of such requests may not be granted.

- Employees in essential operations may be asked to work on a day when operations are officially closed.

**6000 BUSINESS TRAVEL EXPENSES**

- Lane College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the President.

- Employees whose travel plans have been approved should make all travel arrangements through Lane College’s designated travel agency or through use of the internet.

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

- Expenses that generally can be reimbursed include, but are not limited to the following:
  
  - Airfare or train fare for travel in coach or economy class or the lowest available fare.
  - Fares for shuttle or airport bus service, where available.
  - Cost of public transportation for other ground travel.
  - Mileage costs for use of personal cars, only when less expensive transportation is not available.
  - Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
  - Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
  - Charges for telephone calls, fax, and similar services required for business purposes.

- Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor and/or Human Resources. Vehicles owned, leased, or rented by Lane College may not be used for personal use without
prior approval.

- Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit an approved requisition to the Business Office when travel advances are needed.

- When travel is completed, employees should submit completed travel expense reports within 10 days. Receipts for all expenses except for meals should accompany reports. Meals are paid based on the per diem rates established by the Business Office. Amounts in excess of the per diem rate will not be reimbursed.

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

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

6100 Vehicle Registration

- All employees operating motor vehicles on the campus are required to register their vehicles and purchase a parking decal at the beginning of each academic year, and/or when they commence employment. Staff members are required to park in designated areas of campus parking lots. Motor vehicles that violate the parking and/or decal policy of the College will subject their owners to fines, and may be towed at the owner’s expense.

- All employees are expected also to obey all traffic signs (speed, parking, etc.) and driving requirements when operating a vehicle on campus.
EMPLOYEE CONDUCT, WORKING CONDITIONS AND WORK RULES

7000 SAFETY

• To assist in providing a safe and healthful work environment for employees, customers, and visitors, Lane College has established a workplace safety program. This program is a top priority for the College. Human Resources have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

• Lane College provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, email blasts, or other written communications.

• Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, with another supervisor or manager, or to bring them to the attention of Human Resources. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports and/or expressions of concern can be made without fear of reprisal.

• Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who willfully violate safety standards, who willfully cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

• In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify Human Resources or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

7100 USE OF PHONE AND MAIL SYSTEMS

• Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse Lane College for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always speak in a courteous and professional manner.
• The use of Lane College-paid postage for personal correspondence is not permitted.

7200 Non-Smoking Policy

• In keeping with Lane College's intent to provide a safe and healthful work environment, smoking is prohibited throughout the campus buildings.
• This policy applies equally to all employees, customers, and/or visitors.

7300 Use of College Equipment and Vehicles

• Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
• Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.
• The employee’s supervisor and/or Human Resources can answer any questions about an employee’s responsibility for maintenance and care of equipment or vehicles used on the job.
• The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

7400 Visitors in the Workplace

• To provide for the safety and security of employees and the facilities at Lane College, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.
• If an unauthorized individual is observed on Lane College’s premises, employees should immediately notify their supervisor and/or Security.

7500 PERSONAL APPEARANCE

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

• During business hours or when representing Lane College, you are expected to present a clean, neat, and appropriate appearance.

• You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

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

7600 RETURN OF PROPERTY

• Employees are responsible for all Lane College property, materials, or written information issued to them or in their possession or control. Employees must produce or return all Lane College property immediately upon request or upon termination of employment. Where permitted by applicable laws, Lane College may withhold from the employee’s check or final paycheck the cost of any items that are not returned when required. Lane College may also take all legal actions deemed appropriate to recover or protect its property.

7650 INTELLECTUAL PROPERTY

The purpose of the Lane College policy on intellectual property is to foster the free and creative expression and exchange of ideas and knowledge; to preserve traditional academic
practices and academic freedom; and to establish principles and procedures for the ownership of copyrightable and patentable materials. Therefore, this policy covers all types of intellectual property. The following examples are not exhaustive: writings, art works, musical compositions and performances, software, literary works, trademarks, discoveries, and inventions.

**Definition**

"Work for Hire" is defined as a work prepared by an employee within the scope of his or her employment. Such work is supported by a direct allocation of institutional resources such as time, facilities, and monies; or such work is commissioned by the College.

**Policy**

Ownership of intellectual property will be deemed to be held by the College when the property is created as a work for hire

a. work is commissioned by the College

b. property results from research that is supported by a federal grant or third party

c. work is created on Lane College time with the use of College facilities or support

Intellectual property will be owned by the creator when:

d. it is unrelated to the employee's job responsibilities incidental or insignificant use of college resources have been involved in the creation of the work

e. the intellectual property has been developed outside the defined area of research or expertise of the creator

f. the development has been made on the personal, unpaid time of the creator e. the intellectual property is embodied in a professional/scholarly, educational, literary, musical, or artistic work in the author's field of expertise. Notwithstanding the creator's ownership rights, the College reserves the right to royalty-free use of textbooks, manuals, manuscripts, that have been published in the professional literature for use in the college's teaching, research and service programs

Joint ownership will likely occur when a work is created by multiple employees. Examples include such items as multimedia courseware and distance learning materials where various faculty, staff and students have contributed to the final product. In cases of joint ownership, the proceeds of any commercialization of the product will be shared by the parties pursuant to a formal agreement only after the college has recouped any direct costs incurred for equipment and materials and costs paid to third parties.

**Courseware**
The college will assert limited rights of ownership when the development of courseware is self-initiated by faculty. That is, primary ownership will remain with the creator; however Lane College will pay no royalty, rental fee, or other consideration when that courseware is used for instruction at the College. Additionally, the creator is prohibited from using the courseware in a manner that competes in a substantial way with the for-credit offerings of Lane College.

**Legal Protection**
If intellectual property belongs to the college, the administration will secure the copyright, patent, or trademark. Individuals who own a created work must secure protection themselves, at their own expense.

**Disputes**
Any dispute that arises under this policy shall be reviewed by the Faculty/Staff/Student Welfare Committee. Their recommendation will be presented to the president of the college who will make the final decisions on disputed matters.

### 7700 Security Inspections

- Lane College seeks to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, and other improper materials at all times. To this end, Lane College prohibits the possession, transfer, sale, or use of such materials on its premises. Lane College requires the cooperation of all employees in administering this policy.

- Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of Lane College. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Lane College at any time, either with or without prior notice.

### 7800 Solicitation

- In an effort to ensure a productive and harmonious work environment, persons not employed by Lane College may not solicit or distribute literature in the workplace at any time for any purpose without the express approval of the President of the College.

- Lane College recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)
Examples of impermissible forms of solicitation include:

- The sale of goods, services, or subscriptions outside the scope of official organization business.
- The distribution of literature not approved by the College.

- In addition, the posting of written solicitations on College bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:
  - Internal memoranda
  - Payday notice
  - Workers compensation insurance information
  - State disability insurance/unemployment insurance information

**7900 COMPUTER, EMAIL, AND VOICE MAIL**

- All computer, electronic mail (email), and telephonic communication systems, including voice mail, and all communications and information transmitted by, received from, or stored in these systems are the property of Lane College and as such are to be used solely for job-related purposes. Unless employees obtain the prior permission of a supervisor or manager, use of the College's business systems or equipment, including, but not limited to, facsimiles, telecopiers, computers, and copy machines, for personal purposes is prohibited.

- Employees are not permitted to use a code or encryption, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized College representative. All pass codes belong solely to Lane College, and are not to be shared with others outside the College. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

- To ensure that the use of the College's computer systems and equipment is consistent with the College's legitimate organizational interests, authorized representatives of the College may monitor the use of such equipment from time to time. All e-mail and voice mail messages are College records. The College reserves the right to access all messages sent over its e-mail system or voice mail systems for any purpose. Please note that back-up copies of e-mail messages may be retained or accessed by the College even though such messages have been “deleted.”

- All College correspondence sent via email, should be done using the college mail-server i.e. xsmith@lanecollege.edu. No official business is to be sent using third-party mail services.

- Information concerning the College's proprietary or confidential information that is on the College's computer system may not be used by any employee except as required to
perform that employee’s job. For privacy reasons, unauthorized employees may not gain access to another employee's e-mail or voice mail messages without the recipient’s express permission.

- There is to be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission of e-mail communications that contain offensive or inflammatory messages, ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability, sexual orientation, or religious beliefs or practices. Violation of this policy may result in appropriate disciplinary action.

- Except with the College's prior permission, employees should use the College’s business systems and equipment for College business only. The e-mail system should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job or non-College related solicitations.

- Employees may only use software according to the applicable software license agreement. Lane College prohibits the illegal use or duplication of software and its related documentation.

- Employees should notify their immediate supervisor, Human Resources or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

- Access to the AS/400 Computer System is limited to those persons whose work is dependent upon its use. Upon hiring, each supervisor is responsible for notifying the IT Department of new personnel and on the files that will be used in carrying out their responsibilities. Notice should also be given to remove access for any persons who are no longer employees of the College. For those persons whose work is not directly dependent upon the use of the AS/400, approval must be requested from the President. This request must be made through the Supervisor.

8000 INTERNET USAGE

- Internet access to global electronic information resources on the World Wide Web is provided by Lane College to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.
• All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Lane College and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

• The equipment, services, and technology provided to access the Internet remain at all times the property of Lane College. As such, Lane College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

• Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

• The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

• Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

• Abuse of the Internet access provided by Lane College in violation of law or Lane College policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:
  
  o  Sending or posting discriminatory, harassing, or threatening messages or images
  o  Using the organization’s time and resources for personal gain
  o  Copying, pirating, or downloading software and electronic files without permission
  o  Sending or posting confidential material, trade secrets, or proprietary
information outside of the organization. All internal correspondence should be considered 'Confidential'.
  o Violating copyright law
  o Failing to observe licensing agreements
  o Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
  o Sending or posting messages or material that could damage the organization's image or reputation
  o Participating in the viewing or exchange of pornography or obscene materials
  o Sending or posting messages that defame or slander other individuals
  o Attempting to break into the computer system of another organization or person
  o Jeopardizing the security of the organization's electronic communications systems including, but not limited to computer networks and telephone system/switch
  o Passing off personal views as representing those of the organization
  o Engaging in any other illegal activities

8100 WORKPLACE MONITORING

- Limited workplace monitoring may be conducted by Lane College to ensure quality control, employee safety, security, and customer satisfaction in the ordinary course of College business.

- Because Lane College is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner, and is not abused.

8200 WORKPLACE VIOLENCE PREVENTION

- Lane College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society, Lane College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- All employees, including supervisors and temporary employees, shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Lane College without proper authorization.
• Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

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

• All suspicious individuals or activities should also be reported as soon as possible to a supervisor or Security. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, alert Security. Do not try to intervene.

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

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

• Lane College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or Human Resources before the situation escalates. Lane College is eager to assist in the resolution of employee disputes. Employees can raise concerns or make reports without fear of reprisal.

8300 Employee Conduct and Work Rules

• To ensure orderly operations and provide the best possible work environment, Lane College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

• It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:
  o Knowingly furnishing false information to the College;
  o Theft or inappropriate removal or possession of property;
  o Forgery, alteration or unauthorized use of College documents,
  o records, or identification materials;
o Fighting or threatening violence in the workplace;
o Boisterous or disruptive activity in the workplace;
o Failure to comply with the lawful directions of College official
where such directions are issued in the performance of their
duties;
o Violation of safety or health rules;
o Smoking in prohibited areas;
o Possession of dangerous or unauthorized materials, such as
explosives or firearms, in the workplace;
o Excessive absenteeism or any absence without notice;
o Unauthorized absence from workstation during the workday;
o Unauthorized use of telephones, mail system, or other employer
owned equipment;
o Unauthorized disclosure of business secrets or confidential information;
o Violation of personnel policies;
o Unsatisfactory performance or conduct;
o Theft or damage to the tangible property of the College or of a member of the
College community or campus visitor;
o Lewd, indecent or obscene conduct on College-owned or controlled property or
at a College-sponsored or supervised function;
o Unauthorized entry to or use of College facilities;
o Unlawful manufacture, distribution, dispensing, possession or use of a
controlled substance, or any substance the possession or distribution of which
is regulated by federal or Tennessee law, except where the manufacture,
dispensing, possession, or use are in accordance with the laws of each;
o Violation of other promulgated College policies or rules.

• Employment with Lane College is at the mutual consent of Lane College and the
employee, and either party may terminate that relationship at any time, with or
without cause, and with or without advance notice.

8400 DRUG AND ALCOHOL-FREE WORKPLACE

• It is Lane College’s desire to provide a healthy and safe workplace. To promote this
goal, employees are required to report to work in appropriate mental and physical
condition to perform their jobs in a satisfactory manner.

• While on Lane College premises or in a College vehicle, and while conducting College-
related activities off-premises, no employee may use, possess, distribute, sell, or be
under the influence of alcohol or illegal drugs.

• Except as provided below, the possession, sale, purchase, transfer, or use of, or being
under the influence of any legally obtained drug by any employee during work hours, or otherwise on College premises, or in a College vehicle is prohibited.

- Because of the need to provide a safe workplace, employees who are prescribed drugs or medications by a health care provider that may affect their physical or mental capacities to perform their job must inform either their supervisor or a manager of such drugs or medications, including but not limited to muscle relaxers, tranquilizers, or mind-altering drugs or other medications.

- An employee may continue to work, even though under the influence of a legal drug, if the College has determined that the employee does not pose a threat to his or her own safety, or the safety of co-workers or customers, and that the employee’s job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence, or comply with other appropriate action as determined by the College.

- Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

- The following is a non-exhaustive listing of examples of prohibited activities which will subject employees to disciplinary action up to and including termination:

1. Use, possession, manufacture, distribution, dispensation or sale of:

   (A) Illegal drugs or drug paraphernalia.

   (B) Unauthorized controlled substances, or

   (C) Alcohol on College premises or in College-supplied vehicles during working hours.

2. Storing in a locker, desk, automobile or other repository on College premises any illegal drug, drug paraphernalia, inhalants, any controlled substance whose use is unauthorized, or any alcohol.

3. Being under the influence of, or testing positive for the presence of an unauthorized controlled substance, illegal drug, or alcohol on College premises or in College supplied vehicles during working hours.

4. Use of alcohol off College property that adversely affects the employee’s work performance, or his/her own or others’ safety at work.
5. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off College property that adversely affects the employee’s work performance, his/her own or other’s safety at work, or the College’s image in the community.

6. Refusing to submit to an inspection that is requested by the College.

7. Conviction under any federal, state, or other criminal drug statute. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the College of a criminal conviction for drug-related activity within five days of the conviction.

8. Failure to report to the College the use of a prescribed medication which warns against operating machinery and/or which poses a direct threat to the health and safety of the employee or his/her co-workers.

**8500 Drug Testing and Searches**

- To help ensure a safe and healthful working environment, applicants for employment with Lane College may be required to submit to an alcohol and drug screening. Such tests shall be at the College’s expense.

- When the College has a reasonable belief that an employee has been drinking or taking drugs, or that an employee is under the influence of alcohol or drugs, the employee may be required to submit to drug/alcohol testing for the presence of drugs or alcohol in his/her system.

- The College will utilize a Medical Review Officer (MRO) when an employee or applicant is drug tested. An MRO means a licensed physician, employed with or contracted with Lane College, who has knowledge of substance abuse disorders, laboratory testing procedures and chain of custody collection procedures. The MRO will verify positive, confirmed test results, and will have the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information. The MRO will act as an agent of Lane College.

- Should these tests indicate the presence of alcohol or drugs in the employee’s system, the employee shall be subject to discipline, up to and including discharge.

- If an individual, who is suspected of using, or being under the influence of either drugs or alcohol, fails to submit to appropriate required testing, such refusal will be construed as a violation of this Policy and insubordination and the employee will be subject to immediate discharge.

- When an employee is involved in a work-related accident or sustains a compensable injury, the employee will be required to submit to drug/alcohol testing for the presence of drugs or alcohol in his system. Excessive or unusual absenteeism may also
be cause for drug or alcohol testing.

- The College may, at its discretion, conduct random or at-will drug/alcohol testing of employees. The College's intent and purpose of random testing is to deter drug use. The College may, at its discretion, select any employee to undergo a drug or alcohol test without prior notice or warning. There will be no reasonable cause requirement or standard applicable to the College's request that an employee's submit to a random or at-will test, and the employee consent shall be a condition of continued employment.

- Additionally, the College retains the right to search at any time and for any reason any vehicle, locker or other property owned, rented, leased or borrowed by the College, or otherwise made available by the College for use by an employee. All vehicles parked on College premises are subject to search. An employee's consent to submit to such a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

**8600 Self-Reporting a Drug or Alcohol Problem**

- Lane College does not condone substance abuse by its employees. However, the College recognizes that substance abuse may be treatable. The College will attempt to assist current employees who may have a substance abuse problem if they voluntarily acknowledge their problem and seek treatment. Employees who voluntarily acknowledge their problem and seek treatment before testing positive on a drug and/or alcohol test and before their problem impair their performance or conduct will not be disciplined for doing so.

- In some instances, eligible employees with drug or alcohol problems that have not resulted in, and which are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Lane College's health insurance benefit coverage.

- After successful completion of a drug or alcohol treatment program, and/or while enrolled in a maintenance type of treatment program, an employee may be returned to a position with the College, if available, on a conditional probation basis. The College will determine whether an employee can work following or during a treatment program. The employee will be required to submit to random drug and alcohol testing at his or her own expense for the remainder of his/her employment. This is a one-time-only assistance program. Any subsequent positive test result is grounds for immediate termination.
8700 Drug-Free Workplace Awareness

- To inform employees about important provisions of Lane College’s Drug-Free workplace policy, Lane College has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. Members of the Lane College community are made aware of all elements of the policy, including the Drug and Alcohol Testing Program, the directory of local Employee Assistance Program/substance abuse treatment providers, the College’s Workplace Substance Abuse Recognition Training Program for faculty and staff, and the multi-faceted Workplace Substance Abuse Education/Awareness Program for faculty, staff, and students.

- Employees with questions or concerns about substance dependency or abuse in the workplace or outside it are encouraged to discuss these matters with their supervisor or Human Resources.

8800 Anti-Harassment Policy

I. General Anti-Harassment Policy

- Lane College is committed to providing a place of work and study that is free from all forms of unlawful harassment, intimidation, abuse, or exploitation, including harassment based on an individual’s sex, race, color, national origin, age, religion, sexual orientation, disability, or any other legally protected characteristic. It is expected that all members of the College community will treat one another with respect. Lane College has no tolerance for legally-prohibited or other harassment of any type.

II. Sanctions for Policy Violations of the Anti-Harassment Policy

- All Lane College employees are subject to this policy. Individuals who violate this anti-harassment policy are subject to disciplinary action up to and including discharge or other appropriate sanction.

III. Prompt Attention

- Lane College is committed to conducting prompt and appropriate investigations of
harassment, and taking prompt and appropriate corrective action when it is determined that harassment has occurred.

IV. Non-Retaliation

- Reprisals against an individual who in good faith reports or provides information in an investigation about behavior that may violate Lane College’s anti-harassment policy are against the law and will not be tolerated.

- Retaliation is a serious violation of the College’s anti-harassment policy and if any retaliatory action is suspected, it should be reported immediately. Any person found to have retaliated against another employee for reporting illegal harassment will be subject to disciplinary action, up to and including termination. Intentionally providing false information is also grounds for discipline, up to and including termination.

V. Confidentiality

- The College recognizes that confidentiality is important. Those College representatives responsible to implement this policy will respect the confidentiality and privacy of individuals reporting or accused of harassment to the extent reasonably possible.

- Examples of situations where confidentiality will not be able to be maintained include circumstances when the College is required by law to disclose information (such as in response to legal process) and when disclosure is required by the College’s outweighing interest in protecting the rights of others.

VI. Procedural Matters

(a) Investigations — If significant facts are contested, an investigation may be undertaken by the College. The investigation will be conducted in a way that respects, to the extent possible, the privacy of all persons involved. The results of the investigation may be used in any grievance and disciplinary action(s).

(b) Record keeping— The Human Resources Office will track reports of harassment for statistical purposes and report annually to the College President regarding their number, nature, and disposition.

- The Human Resources Office may also keep confidential records of reports of harassment and the actions taken in response to those reports, and use them to identify individuals or departments likely to benefit from training so that training priorities can be established.

VII. Complaint Process
• The following complaint process is intended to provide a fair, prompt and reliable determination about whether the College’s harassment policy has been violated. It is available to anyone who, at the time of the alleged harassment, was employed by the College. No College employee is exempt from the jurisdiction of this policy. All employees are encouraged to consult with Human Resources to determine the options and resources that are available to them.

• In determining whether an alleged incident constitutes illegal harassment, those entrusted with administering this policy will consider the totality of the circumstances, including the nature of the alleged harassment and the context in which the alleged incident(s) occurred.

A Notification of Appropriate College Representatives

1. Individuals who believe they have been subjected to sexual or any other illegal harassment should report the incident to the Human Resources Office. The HR office is located on the 3rd Floor of Bray Hall, Room 304. The telephone numbers are (731) 426-7539 or (731) 426-7541.

2. An individual may also choose to report the complaint of illegal harassment to his/her supervisor. If the supervisor successfully resolves the complaint in an informal manner to the complainant’s satisfaction, the supervisor must file a confidential report to the Director of Human Resources about the complaint and resolution so that the College will be aware of any pattern of harassment, and will also be aware of all complaints of harassment on a College-wide basis. If the supervisor does not successfully resolve the complaint informally, a written report must be made to the Director of Human Resources within one work day. Supervisors are strongly encouraged to consult personnel to seek guidance/clarification before taking any action to informally resolve harassment problems.

B. Description of Misconduct

An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of harassment.

Verbal reports of harassment must be documented in writing by either the complainant of the individual(s) designated to received complaints, and must be signed by the complainant. Individuals who believe that they have been or are currently being harassed should maintain a record of objectionable conduct.

While Lane College encourages individuals to keep written notes in order to accurately record offensive conduct or behavior, the College hereby notifies employees that, in the event a lawsuit develops from the reported incident, the complainant’s written notes might not be considered privileged or confidential information.
C. Recommended Timeframe for Reporting
Lane College encourages prompt reporting of complaints so that a prompt response may be made, and appropriate action taken. This not only aids the complainant, but also helps the College to maintain an environment free from discrimination for all employees.

Employees should also be aware of the time limits imposed by local, state and national governmental agencies for the filing of complaints of harassment or discrimination.

D. Investigating the Complaint
Any allegation of harassment will be promptly, thoroughly and discreetly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Complaints will be investigated by the designated representatives from Human Resources and the supervisor if the supervisor was the recipient of the complainant’s report. In addition, the Director of Human Resources and the Department Head may be included in a committee formed for reviewing and supervising the investigation and its outcome. These individuals will comprise the Complaint Review Committee for this complaint.

E. Resolving the Complaint
Once the investigation by the Complaint Review Committee is complete, its findings and intended actions will be communicated to the complainant and to the alleged harasser as expeditiously as possible.

If the investigation yields a result that indicates that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures, up to and including termination.

If the investigation yields a result that does not substantiate harassment, this finding will be communicated to the complainant, and to the accused harasser, if he or she had been informed of the process.

If the investigation yields results that cannot determine whether or not the alleged harassment occurred, this finding will be communicated to the complainant and the alleged harasser, and the matter will be recorded as unresolved.

Both the complainant and the alleged harasser will be informed again of the procedures set forth in this harassment policy, including the appeal process contained below.
In the event that no resolution satisfactory to both parties can be reached based on the initial investigation, the matter shall be referred to the Director of Personnel and the Vice President for Business and Finance. See Appeal Process below.

F. Appeal Process
If any party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Director of Human Resources.

The Director of Human Resources, the Vice President for Business and Finance, and the President of the College will comprise the Appeals Committee. The decision of the Appeals Committee will be provided to the parties as expeditiously as possible.

8850 SEXUAL HARASSMENT

Definition of Sexual Harassment

- Sexual Harassment is one form of harassment included under the College's general policy against illegal harassment.

- Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other visual, verbal or physical conduct of a sexual nature constitutes sexual harassment when:

  (A) It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in employment decisions or evaluations, or permission to participate in a College activity; or

  (B) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an offensive, intimidating or hostile work environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs.

- Sexual harassment may take many forms — subtle and indirect, or blatant and overt. For example:

  1. It may be conduct toward an individual of the opposite sex or the same sex.

  2. It may occur between peers or between individuals in a hierarchical relationship.

  3. It may be aimed at coercing an individual to participate in an unwanted sexual relationship, or it may have the effect of causing an individual to change behavior
or work performance.

4. It may consist of repeated actions or may even arise from a single incident if sufficiently egregious.

5. It may involve physical contact including unwanted touching and or assault.

B. Examples of Sexual Harassment

The following is a partial list of examples of behaviors which can constitute sexual harassment:

- Unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.
- Offering employment benefits in exchange for favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations.
Performance Evaluation, Suggestions, Discipline, Complaint & Issue Resolution

9000 Performance Evaluation

- The goal of performance appraisal is to provide employees with expectations for performance and periodic evaluation of performance; to facilitate direct communication between staff members on performance expectations and achievements; to recognize the accomplishments and define the educational needs of staff members; and to provide a reliable method of acquiring feedback on College organizational operations.

- A performance appraisal system is recognized as a positive method for promotion staff development and enrichment, and a management tool that supports personnel decisions and planning efforts.

- Supervisors and employees are strongly encouraged to discuss job performance and goals regularly on an informal basis. An evaluation can be conducted at any time; and a supervisor can prepare a written evaluation whenever it is considered appropriate. However, formal performance evaluations are generally conducted at the end of an employee’s initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

- The performance of employees other than those in the introductory period is evaluated on an annual basis. These evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

- The College’s goal is to have evaluations completed by supervision prior to the close of the fiscal year.

9100 Suggestion Program

- As an employee of Lane College, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

- All employees are eligible to participate in the suggestion program.

- A suggestion is an idea that will benefit Lane College by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating
waste or spoilage, or making Lane College a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

- Suggestions may be submitted on a suggestion form and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented.

- Submit suggestions to Human Resources. Special recognition will be given to employees who submit suggestions that are implemented.

9200 DISCIPLINE

General Policy

- Each administrative officer and the reporting supervisory staff has the authority and responsibility to establish and maintain an effective, efficient, and orderly workforce of employees. Generally, an employee recognizes and observes the established standards without need for corrective action. However, when an employee’s performance or conduct is not in keeping with the behavior and/or performance standards expected of a College employee, the College will investigate the situation so that the facts are known, and will take actions that provide a means of correction.

- Although employment with Lane College is based on mutual consent and both the employee and Lane College have the right to terminate employment at will, with or without cause or advance notice, the College encourages the use of a positive discipline system designed to give the employee a reasonable opportunity to improve deficiencies and maintain satisfactory work performance. Thus, the College may use progressive discipline at its discretion to provide a framework for advising employees when there are problems; and when possible, to give employees an opportunity to correct problems.

- Accordingly, disciplinary action may call for any of four steps -- verbal warnings documented in writing, written warnings, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences.

Appeals and Grievance

- An employee of the College may present complaints or grievances to higher authority without retaliatory action being taken against him or her. The Problem Resolution framework presented in the next section provides an established forum for presenting
and resolving problems.

Summary

- Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning which will be documented in the employee personnel file; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

- Lane College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

- While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

- The College shall, when it deems it appropriate, modify or remove existing rules, or establish additional rules. Any list of rules and causes for corrective action provided in this document are by way of illustration to inform College employees what is expected of them in their daily work performance at Lane College, and is not intended to be all-inclusive of either rules or penalties.

9300 Complaint and Issue Resolution

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

- Lane College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive feedback and constructive criticism.

- If employees disagree with established rules of conduct, policies, or practices, they are encouraged to express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Lane College in a reasonable, business-like manner, or for using the problem resolution procedure.
• If a situation occurs when an employee believes that a condition of employment or a decision affecting her/him is unjust or inequitable, and s/he prefer a more formalized procedure, s/he is are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee should present his/her problem to his or her immediate supervisor, preferably within seven (7) calendar days following the incident. If either the supervisor is unavailable or if the employee believes it would be inappropriate, uncomfortable, or unavailing to contact that person, s/he is encouraged to present the problem directly to Human Resources.

2. The supervisor or Personnel representative receiving the problem statement should respond to the problem or provide a report of progress in responding to the problem as soon as possible, but no later than seven (7) calendar days after receiving the problem statement. This response, whether a resolution or progress report, should be documented.

3. If the problem is not resolved to the employee's satisfaction at this stage, the employee should put the problem in writing for presentation to, and review by, an appropriate Officer of the College. Human Resources should stand ready to assist the employee in drafting and appropriately directing the problem if the employee desires such support and/or assistance.

4. If the problem is not resolved to the Employee's satisfaction at this stage, the Employee should present the problem in writing to the President of the College. Again, Human Resources should assist the employee if such assistance is required and desired by the employee.

5. The President will review and consider the problem, and will inform the employee of the final decision, or a report of progress toward reaching the final decision within fourteen (14) calendar days of receiving the report. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

• Not every problem can be resolved to everyone's total satisfaction, but only through the communication/discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

**LANE COLLEGE**

**Conflict of Interest Policy**

All trustees, officers, agents, and employees of Lane College shall disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with this organization's activities.
A “conflict of interest” occurs when a person is responsible for promoting the interest of Lane College at the same time s/he is involved in a competing personal interest (financial, business or personal).

“Disclosure” shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to trustees, officers, and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever conflicts of interest may occur. The written notices of disclosures shall be filed with the Chief Executive Officer or such other person designated by the Chief Executive Officer to receive such notifications. At the meeting of the top governing body, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

An individual trustee, officer, agent, or employee who believes that s/he or she or an immediate member of her or his immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. using her or his personal influence to affect deliberations,
3. making motions,
4. voting,
5. executing agreements, or
6. taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the top governing body or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the top governing body or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual’s disclosure, the vote thereon, and the individual’s abstention from participation and voting.

The Chief Executive Officer of Chairman of the Board of Trustees shall ensure that all trustees, officers, agents, employees, and independent contractors of Lane College are made aware of the College’s policy with respect to conflicts of interest.
Conflict of Interest Disclosure
Annual Reporting Statement
Certification

I have read and understand the Conflict of Interest Policy. I hereby declare and certify the following real or apparent conflict of interest:

Disclosure Statement
________________________________________________________________________
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(If necessary, attach additional documentation.)

I agree to promptly inform the Lane College Board of Trustees, upon the occurrence of each event that could potentially result in my involvement in (or implication in) a conflict of interest.

Date ___________________________ _______________________________ Signature & Title

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