



## *The Louisburg College Promise*

- *I promise to always put students first.*
- *I promise to foster positive, open, and trustworthy relationships with my coworkers.*
- *I promise to support the mission of the College and help share our story in the community.*

# **EMPLOYEE HANDBOOK**

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Louisburg College reserves the right to interpret, change, add, delete, suspend, or discontinue any of the policies and/or benefits described herein with or without notice.

This handbook, as revised and approved on **July 29, 2024**, is intended to provide employees with a general understanding of the employment policies at Louisburg College. Employees are encouraged to familiarize themselves with the contents of this handbook since it will answer most of the more common questions. This handbook, however, cannot anticipate every situation or answer every employment question, and the College reserves the right to make decisions that may be different from the policies expressed in this handbook.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Louisburg College adheres to the policy of employment at will, which permits Louisburg College or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No college representative other than the President may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally, and any such modification must be in writing and signed by the President.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate institutional documents. These institutional documents are always controlling over any statement made in this handbook or by any member of the administration.

Any and all laws and regulations referenced in this handbook are the current provisions as of the effective date of the handbook. Any change in said laws or regulations applicable to the College and/or its employees are deemed incorporated by reference as of their effective date unless the change is non-mandatory in which case the change shall only be applicable if approved by the College.

To retain the necessary flexibility in the administration of policies and procedures, Louisburg College reserves the right to interpret, change, add, delete, suspend, or discontinue any of the policies and/or benefits described herein with or without notice. Once approved, amendments will be distributed to all employees. A new version of the Employee Handbook containing all amendments will be distributed on an annual basis.

This official version of the Louisburg College supersedes all other versions.

# Table of Contents

## Section 1 – Governing Principles of Employment

Historical Sketch	1
Institutional Vision, Mission Statement, and Values	2
The Louisburg College Promise	2
Governance	2
The College and the United Methodist Church	3
Board of Trustees	3
Non-Discrimination Policy	3
Harassment Based on Protected Class, Sex Discrimination/Harassment, & Title IX	4
Non-Retaliation	5
Equal Employment Opportunity	5
Americans with Disabilities Act	6
Immigration Law Compliance	6
Employment and Employment Decisions	6
Employment-At-Will	6

## Section 2 – Operational Policies

Employment Definitions	8
Employment Classification	8
Probationary Period for New Employees	9
Employment Applications	9
Employment Reference Checks	10
Background Check	10
Nepotism / Favoritism	11
New Employee Orientation	11
Anniversary Date	11
Personnel Records and Administration	11
Change of Personal Data	12

Performance Management	12
Voluntary Assignment	12
Opportunities for Advancement – Progression and Promotion	12
Conflicts of Interest	12
Outside Employment	13
Full-Time Faculty	14
Full-Time Staff & Administrators	14
Non-Disclosure Agreement	14
Base Compensation	15
Paydays	15
Pay Advances	15
Working Hours/Workweek	15
Attendance and Punctuality	16
Timekeeping Procedures	16
Overtime Pay	17
Additional Pay	18
Administrative Pay Corrections	18
Pay Deductions	19
Garnishment and Bankruptcy	19
Taxability of Awards and Gifts	19

### **Section 3 – Benefits**

Benefits Summaries and Eligibility	20
Enrolling and Making Changes in Benefits	20
Newly Eligible Employees	20
Qualifying Life Events	20
Medical, Dental, and Vision Insurance	21
Flexible Spending Accounts	21
Retirement Plan	22
Holidays	22

Birthday Off	23
Special Periods of Closure and Paid Time Off	23
Vacation Benefits	23
Sick Leave	25
Family Medical Leave of Absence (FMLA)	26
Disability Insurance (Short-Term & Long-Term)	29
Life and Accident Death and Dismemberment (AD&D) Insurance	29
Benefit Continuation	29
Pre-tax Deductions for Expenses	29
Worker’s Compensation	30
Unemployment Compensation	30
Social Security	31
Tuition Remission Plan	31
Bereavement Leave	32
Jury Duty	32
Personal Leave of Absence	33
Military Reserves or National Guard Leave of Absence	34
Uniformed Services Employment and Reemployment Act	34

#### **Section 4 – General Standards of Conduct and Fiscal Responsibilities**

Dress Code	35
Resignation	35
Employment Termination / Resignation	36
Return of Company Property	36
Corrective/Disciplinary Action	37
Employee Dispute Resolution/Grievance Procedures	38
Formal Dispute/Grievance Procedures	39
Appealing the Grievance Resolution	40
Security Inspections	41
Whistleblower Policy	41

Confidentiality	44
User Responsibilities of Institutional Technology Resources	44
Solicitation	44
Political Activity	45
Safety	45
Smoking / Vaping	46
Pets on Campus	46
Use of Vehicles	47
Emergency Closing	47
Travel & Reimbursement Procedures	48
Travel Authorization	48
Subsistence	48
Meals	48
Lodging	48
Transportation	49
Miscellaneous Expenses	49
Reimbursement Procedures	49
Purchasing	50
General Office Supplies	50
Computers and Related Equipment	50
Check Requests	51
Intellectual Property Rights	51
Copyrights & Patents	51
Works for Hire	52
Fair Use	53
Substantial Use	53
Distribution of Funds	54
Resolution of Disputes	55
Length of Agreement	56

Maintenance Request Procedures	57
Requests & Work Orders	57
After-Hours Emergencies – Definition of Emergency	57
Housekeeping	57
Mail & Office Services	58

## **Section 5 – Academics**

Faculty	59
Definition of Full-time Faculty	59
Faculty Rank	59
Definition of Part-time	60
Definition of Administrative Faculty	60
Full-time Faculty Policy	60

## **Section 1 - Governing Principles of Employment**

**Historical Sketch** - A coeducational junior college related by faith to the United Methodist Church, Louisburg College traces its roots to 1787 when a charter was issued by the North Carolina Legislature for Franklin Academy, the first educational institution on the site of the College. In the early nineteenth century, two private academies for men and women respectively flourished here. The female academy evolved directly into Louisburg Female College, which opened in 1857 and was housed in the building now known as Old Main. The College remained open during the Civil War, but it functioned intermittently in the difficult years of Reconstruction.

In the late nineteenth century, financial difficulties caused the College to be sold to Washington Duke, a Durham tobacco tycoon and Methodist philanthropist. After his death, his son, Benjamin N. Duke, donated the property to the Methodist Episcopal Church South. This act made official a relationship between the College and the Methodist Church that had existed de facto throughout most of the history of the College.

The school, now known as Louisburg College, grew during the second and third decades of the twentieth century. Under the economic pressures of the Great Depression, it became coeducational in 1931. By the end of the Second World War, an institutional debt had been paid, and in 1952 Louisburg College was accredited by the Southern Association of Colleges and Schools. The school experienced its greatest decade of growth in the sixties, but enrollment declined in the early seventies. The downward trend was reversed in the second half of the seventies and enrollment was maintained at an optimum level for more than a decade. In the nineties, the College again faced reduced enrollment.

On January 2, 2018, Louisburg College welcomed its 28th president, Dr. Gary M. Brown. Dr. Brown comes to Louisburg College with more than three decades of experience in higher education.

For over 236 years, the mission of Louisburg College has been to engage students in an education that focuses on growing their minds and achieving their goals and dreams. Our campus is a learning community, where faculty and staff enthusiastically offer the support our students need to become successful. Dr. Brown's philosophy of "Students First" will be practiced to ensure our students discover their path in life and reach their full potential.



## **Institutional Vision, Mission, and Values**

### **Vision:**

Louisburg College will be the model church-related college that prepares students for life and service.

### **Mission Statement:**

Related by faith to The United Methodist Church, Louisburg College is committed to offering a supportive community that nurtures young men and women intellectually, culturally, socially, physically, and spiritually. As a two-year residential institution, we provide a bridge for students to make a successful transition from high school to senior colleges and universities.

### **Values:**

We hold the following values:

We approach our mission with integrity.

We respect the dignity of each individual.

We embrace diverse learning styles.

We offer opportunities for all of our students to succeed.

We provide a high-quality, accessible education.

We enable and challenge our students to reach their full potential.

We value our Christian heritage and foster spiritual growth.

### **The Louisburg College Promise:**

I promise to always put students first.

I promise to foster positive, open, and trustworthy relationships with my coworkers.

I promise to support the mission of the College and help share our story in the community.

## **Governance**

The ultimate responsibility for the governance of the college rests with the Board of Trustees, which governs through the President. The Board of Trustees delegates considerable responsibility to the President and key members of his staff. Trustees are kept informed of all major activities through communications and meetings with the President. The informative process includes at least three (3) meetings of the Board each year and many involvements of Board members in committee meetings and individual consultations. The President and his staff also consult with the Executive Committee and other standing committees of the Board, during the early planning stages for any significant action or activity under consideration.

## **The College and the United Methodist Church**

Louisburg College is chartered as a North Carolina nonprofit corporation. The current Charter is a Restated and Amended Charter dated February 21, 2019. The Charter states, “The business affairs of the corporation will be vested in, administered, and managed by the Board of Trustees of Louisburg College, Inc.” (Article Five). The North Carolina Annual Conference of The United Methodist Church fulfills its responsibility and exercises its direction through the North Carolina Annual Conference Board of Institutions Inc., which in turn nominates and elects forty (40) percent of the members of the Board of Trustees. The remaining sixty (60) percent of the Board of Trustees are nominated and elected by a majority of the Board of Trustees.

### **Board of Trustees**

The governing board of Louisburg College is the Board of Trustees, which consists of not more than 32 members. The Trustees are divided into four (4) classes of not fewer than four (4) members each. The term of office of each successive class expires on June 30 each year. A listing of Trustees and Bylaws, as amended in April 2022, is available on the College’s website.

### **Non-Discrimination Policy**

Louisburg College is committed to equal opportunity of education and employment and does not discriminate against students, employees, or applicants on the basis of race, color, sex, gender identity or expression, sexual orientation, age, ethnicity or national origin, citizenship status, ancestry, religion, physical or mental disability, pregnancy, marital status, veteran status, genetic information, or any other category protected by law. Moreover, the College does not discriminate in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by applicable federal laws and regulations.

Louisburg College supports the protection available to members of its community under all applicable Federal laws, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

If you believe you have been discriminated against in any manner as described above, you should notify your supervisor, Title IX Coordinator, or Director of Human Resources. Louisburg College will continue to direct its management personnel to take actions as may be required to prevent behavior prohibited by this policy. All matters will be investigated and appropriate disciplinary action will be taken, up to and including termination of employment. Retaliation against anyone who files a complaint, makes a report of, or witnesses behavior contrary to this policy is also prohibited.

## **Harassment Based on Protected Class / Sex Discrimination/Harassment & Title IX**

Harassment based on a protected class is defined as unreasonable, unwelcome conduct that is based on an individual's race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, genetic information, or any other factor protected by law. This type of harassment can occur in any form and can be directed at an individual or group. When appropriate, minor infractions can oftentimes be resolved informally and with remedial steps including training, counseling, or mediation. When this harassment objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion/dismissal. In all cases, the college encourages individuals to seek support and assistance as soon as harassing conduct occurs.

Sexual harassment, sexual misconduct, sexual violence, and intimate-partner violence are broad terms designed to capture a spectrum of behavior. Sexual assault, sexual harassment, and intimate-partner violence (including domestic violence and dating violence) are specifically defined and addressed within the Sex Discrimination/ Harassment/Title IX Policy and Title IX Grievance Procedures that are available as stand-alone policies posted in their entirety on the website at <https://www.louisburg.edu/campus-life/student-conduct/title-ix.php>. Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed below, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

Louisburg College strongly encourages all employees and other members of the Louisburg College community to promptly report concerns regarding suspected or known discrimination/harassment on the basis of sex to the Title IX Coordinator.

The Title IX Coordinator and other designated employees of the Louisburg College Title IX Team are as follows:

Dr. Matthew Brigner, Title IX Coordinator

919-497-1131; mbrigner@louisburg.edu

Dr. Brigner's Office is located in Davis Hall, 1st Floor

Dr. Nancy Dahl, Title IX Investigator

919-497-3309; ndahl@louisburg.edu

Dr Dahl's Office is located in Davis Hall, 2nd Floor

Dr. Chyna McQueen, Title IX Investigator

919-497-1125; cmcqueen@louisburg.edu

Dr Dahl's Office is located in Davis Hall, 1st Floor

## **Non-Retaliation**

Louisburg College prohibits retaliation against anyone who makes a good faith effort to appropriately disclose perceived wrongdoing, and the College makes every effort to redress such situations. Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a complaint. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just the complainant or respondent, can engage in retaliation.

## **Equal Employment Opportunity**

Louisburg College is an equal employment opportunity employer. It is our policy and practice to make employment decisions based on merit and business needs and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, genetic information, or any other factor protected by law.

This policy applies to all aspects of the employment relationship including, but not limited to, recruitment, selection, advancement, compensation, benefits, transfer, and termination.

Any employee, who has questions or concerns about discrimination of any type in the workplace is encouraged to report such issues to their immediate supervisor, Human Resources, or the President.

Employees can raise concerns and make reports without fear of reprisal. Anyone engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **Americans with Disabilities Act**

It is the policy of Louisburg College to comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act that prohibit discrimination against a qualified person with a disability in employment practices, such as job application procedures, hiring, promotion, termination, compensation, training, benefits, classification, referral, and other conditions of employment. These acts also require employers to provide reasonable accommodations to qualified individuals with disabilities.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign the Federal Internal Revenue Service (IRS) Form I-9, Employment Eligibility Verification Form.

## **Employment and Employment Decisions**

The Louisburg College President is the only employee who is authorized to make employment decisions. Such decisions include but are not limited to an employment offer, promotion, transfer, a change in employment class, a salary change, or the termination of employment. The President, at his discretion, may delegate the communication of such employment decisions to his leadership team or the chair of a search committee once a decision is formalized in writing.

## **Employment-at-Will**

Louisburg College is an "at-will" employer meaning both the employee and employer retain the right to terminate the employment relationship at any time, for any reason, with or without notice.

No College representative is authorized to modify this policy for any employee or to enter into any agreement contrary to this policy. No statements made in pre-hire interviews or discussions or in recruiting materials of any kind are to alter the at-will nature of employment or imply that termination will occur only for cause.

The at-will policy may not be modified by any statements contained in this handbook, employment applications, College recruiting materials, College memorandums, or other materials provided to applicants or employees in connection with their employment. None of these documents, whether individually or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, College policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the College's part or as stating in any way that termination will occur only for just cause. Statements of specific grounds for termination set forth in this handbook or any other College documents are examples only, not all-inclusive lists, and are not intended to restrict the College's right to terminate at will.

## Section 2 – Operational Policies

### Employee Definition

An “employee” of Louisburg College is a person who regularly works for Louisburg College on a wage or salary basis.

### Employment Classification

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

Each employee is designated as either NON-EXEMPT OR EXEMPT as defined by federal and state wage and hour laws:

**NON-EXEMPT** employees are entitled to overtime pay, as set forth under the specific provisions of federal and state laws.

**EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws.

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

**FULL-TIME REGULAR** employees are those who are not in a temporary position and who are regularly scheduled to work according to Louisburg College’s full-time 12-month schedule.

**FULL-TIME** employees are those who are not in a temporary position and work full-time (at least 30 hours per week) but work less than 12 months e.g. 9, 10, 11-month appointments or contract.

**PART-TIME REGULAR** employees are those who are not assigned to a temporary position and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week on a 12-month basis.

**PART-TIME** employees are those who are not assigned to a temporary position and are scheduled to work less than 20 hours per week.

**PROBATIONARY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Louisburg College is appropriate.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of 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 in writing of a change.

### **Probationary Period for New Employees**

All new staff employees are employed with the understanding that they are on probation for the first ninety (90) days. During this period of orientation, the new employee should be able to demonstrate their capacity for satisfactory performance. During this probationary period, managers should regularly discuss the new employee's performance, providing necessary coaching and feedback to ensure that effective departmental orientation and training take place.

A significant absence during the probationary period may extend the probationary period by the length of the absence.

Completion of the probationary period does not guarantee employment for any specific period of time. Probationary employees, like all other employees, are employed "at will" and may be discharged before or after the conclusion of the probationary period with or without notice.

### **Employment Applications**

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

Unsolicited resumes or applications for employment are not retained by Louisburg College.



### **Employment Reference Checks**

To ensure individuals who join Louisburg College are well qualified and have a strong potential to be productive and successful, it is the policy of Louisburg College to check the employment references submitted by each applicant.

It is the policy of Louisburg College for Human Resources to respond to employment reference checks on behalf of former employees.

### **Background Check**

Prior to making a formal offer of employment, Louisburg College will conduct a pre-employment criminal background check. All employment offers are contingent upon the successful completion of the background check and under no circumstances may an applicant begin employment prior to the completion of the pre-employment process. The background check will include reports from federal, state, and county sources maintaining public and non-public records. Applicants who refuse to submit to a background check or who submit false information on employment application materials will not be hired.

Background checks may also be required for current employees whose jobs are defined as “security sensitive” or an employee is transferring to a “security sensitive” position. Security Sensitive positions include, but are not limited to:

- Employees who are directly responsible for the oversight, care, and safety of students away from campus, including transportation.
- Employees who work with cash, securities, accounting, or banking records, etc.
- Employees who are allowed access to residence halls.

If a candidate or current employee disputes the accuracy of any information provided in the background check, he/she will be referred to the agency providing the information. A candidate or current employee will have ten (10) business days to conclusively demonstrate the inaccuracy of the information provided in a background check, after which an employment decision may be made.

## **Nepotism / Favoritism**

Decisions about hiring, promoting, evaluating, awarding salary increases, and terminating employees are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, the appearance of favoritism, and conflict of interest in employment decisions, and Louisburg College reserves the right to act when relationships or associations of employees impact the mission of the institution.

It is therefore the policy of Louisburg College to prohibit any employees who are family members from working in the same chain of command. For the purposes of this policy, family members are defined as an employee's parent, child, spouse, brother, sister, grandparent, corresponding in-law, "step" relationships, or any other member of the employee's household. Employees who marry while employed or become part of the same household are treated in accordance with these guidelines.

The policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

## **New Employee Orientation**

The formal welcoming process, or "employee orientation," is conducted by Human Resources and includes an overview of current policies, benefits, and payroll practices. Each functional area (department) will also provide a new hire orientation to the employee's assigned area and facilitate introductions to cross-functional areas and processes.

## **Anniversary Date**

The first day an employee reports to work is their official anniversary date.

## **Personnel Records and Administration**

Faculty personnel records are maintained in the Vice President of Academic Life's Office and Human Resources. Staff personnel records are maintained by Human Resources. Personnel files will be kept confidential and all medical records, if any, will be maintained in a separate confidential file.

### **Change of Personal Data**

It is the responsibility of each employee to maintain and promptly update ADP Workforce Now with any changes in personnel data. Personal address, telephone number, marital status, dependents, emergency contacts, insurance beneficiaries, or a change in the number of tax withholding exemptions need to be updated without delay. Your benefit eligibility may be impacted by certain changes/qualifying events.

### **Performance Management**

Louisburg College has shifted its annual performance evaluation system to a performance management process with more focus on development. While managers are still responsible for evaluating their direct reports, this evaluation will take place on an ongoing basis and will allow supervisors to coach employees; identify and correct weaknesses; encourage and recognize strengths; and discuss positive, purposeful approaches to meeting institutional goals. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Supervisors are encouraged to note significant conversations with employees.

Performance evaluations can still be in writing as needed to document deficiencies or to support employment opportunities. These performance evaluations will become part of an employee's official personnel records.

### **Voluntary Assignment**

A student, faculty member, or staff member may voluntarily offer or dedicate materials to the College for the securing of a copyright or patent and/or the subsequent exploitation of the materials under the College aegis. If such an offer or dedication is accepted by the College through the recommendation of the Faculty Evaluation and Professional Development Committee, the student, faculty member, or staff member shall assign all of his/her rights to the materials to the College and shall thereafter be entitled to receive a negotiated percentage of the net profits, as defined hereinabove, if any, derived from the commercial exploitation or dissemination of the materials.

### **Opportunities for Advancement—Progression and Promotion**

Louisburg College would like to provide employees with every opportunity to advance to other positions or opportunities within the college. Approval of progression moves or promotions depends largely upon training, experience, work record, and institutional need. However, Louisburg College reserves the right to look externally for potential employees as well.

### **Conflicts of Interest**

Employees are obligated to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Louisburg College wishes the business to operate. The purpose of these guidelines is to provide general direction so

the employee can seek further clarification on issues related to the subject of acceptable standards of operation. An actual or potential conflict of interest occurs when an employee is able to influence a decision that may result in personal gain for that employee or for a relative because of Louisburg College's business dealings. For this policy, a relative is any person who is related by blood or marriage or whose relationship with an employee is similar to that of a person who is related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchasing contracts or leases, it is imperative that they disclose to an officer of Louisburg 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 significant ownership in a firm with which Louisburg College does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction of business involving Louisburg College.

The materials, products, designs, plans, ideas, and data of Louisburg College are the property of Louisburg College and should not be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment.

### **Outside Employment**

It is the policy of Louisburg College to permit employees to hold second jobs as long as the job does not compromise the College's interest or adversely affect job performance and the ability to fulfill all job responsibilities at Louisburg College. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to Louisburg College's scheduling demands, regardless of any existing outside work requirements.

Employees who have outside employment in addition to their Louisburg College position must disclose this employment to their supervisor. If Louisburg College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Louisburg College as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with Louisburg College.

### **Full-Time Faculty**

Full-time faculty are expected to view Louisburg College as their primary employer. Employment outside the College must not interfere with the responsibilities assumed by full-time faculty members, which include fulfillment of instructional assignments, fulfillment of weekly office hours (normally, 10 hours per week), student advising, attendance at meetings of the faculty members' academic divisions and the faculty as a whole, and attendance at committee meetings to which faculty members have been elected, appointed, or upon which they have otherwise been asked to serve.

Before accepting any employment outside the College, full-time faculty must consult with the Vice President of Academic Life to explain the nature and extent of the additional employment and its compatibility with responsibilities at Louisburg College. Final approval or disapproval of a full-time faculty member's employment outside the college will be rendered by the President of the College upon the recommendation of the Vice President of Academic Affairs.

### **Full-Time Staff & Administrators**

Full-time staff and administrators are expected to view Louisburg College as their primary employer. Employment outside the College must not interfere with the responsibilities assumed by full-time staff members, which include the fulfillment of all assigned responsibilities during normal business hours; the fulfillment of responsibilities for activities related to the respective staff member's position in which activities are expected to occur beyond normal business hours; and attendance at meetings of departments, the staff as a whole and committees to which staff member has been elected, appointed, or upon which they have otherwise been asked to serve. As previously specified, before accepting any employment outside the College, staff or administrators must consult with their supervisor to explain the nature and extent of the additional employment and its compatibility with responsibilities at Louisburg College. Final approval or disapproval might be required by the President.

### **Non-Disclosure Agreement**

The protection of confidential business information is vital to the interest and success of Louisburg College. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Donor lists
- Financial information
- Student information

Any employee who discloses confidential business or student information will be subject to disciplinary action, up to and including possible termination of employment, even if they do not benefit from the disclosed information.

## **Base Compensation**

The goal of the Louisburg College Cabinet is to pay all employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and institutional performance as well as in compliance with all applicable laws.

## **Paydays**

All employees are paid on a semi-monthly basis - 24 pay periods per year. All payments are made by direct deposit. Salary and Salary Non-Exempt employees are paid for scheduled work days in the pay period on the 15th and last day of the month. Hourly and part-time employees are paid for hours worked in the pay period (as defined in their electronic timesheet) on the 15th and last day of the month. If a payday falls on a weekend or holiday, direct deposits will be issued on the last business day before the weekend or holiday.

## **Pay Advances**

Neither pay advances nor extension of credit on unearned wages will be provided to employees.

## **Working Hours/Workweek**

The normal business hours for Louisburg College are Monday through Friday from 8:30 am to 5:00 pm, and the normal workweek is from 0001 Monday through 12:00 midnight Sunday. Most staff employees are required to work those hours. However, some departments may require employees on campus at other times, and therefore, working hours may vary to meet departmental needs. Staffing needs and operational demands may, on occasion, necessitate variations in an employee's normal starting and ending times as well as variations in the total hours that may be scheduled each day. Special work hours may be scheduled during the summer months at the discretion of the President.

While supervisors may schedule lunch periods to assure adequate office coverage or address work-life balance concerns, working through lunch as a means of reporting to work later or leaving work earlier on a routine basis is not allowed.

Additionally, the College carries out its mission through on-campus operations and thus employees may not work from home.

Working “off the clock” is strictly prohibited. When not clocked in, employees should avoid their normal work areas and must refrain from performing work-related tasks, such as making phone calls or sending/receiving emails. Employees found to be working off the clock may be subject to discipline, up to and including termination.

## **Attendance and Punctuality**

Louisburg College is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise from time to time making it necessary for an employee to be late or absent from work. However, to maintain a safe and productive work environment, Louisburg College expects employees to be reliable and punctual in reporting for scheduled work.

It is the responsibility of all employees to contact their supervisor if they will be absent or late – generally within 15 minutes of their normally scheduled start time. Simply leaving a voicemail message for the supervisor or Human Resources is not entirely acceptable contact. You may leave a message, but it is your responsibility to call back and speak directly to your supervisor or Human Resources regarding an absence or need to be tardy.

Poor attendance and excessive tardiness are disruptive and place a burden on other employees and on the College. Either may lead to disciplinary action up to and including termination of employment.

When an employee has not reported to work for three (3) consecutively scheduled workdays and has not contacted his or her supervisor or Human Resources, it will be considered a voluntary resignation.

## **Timekeeping Procedures**

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

Non-exempt hourly employees are required to accurately record their hours worked each day in the ADP Work Force Now Timekeeping System. Overtime work must be approved before it is performed.

Employee timesheets must be approved by the employee and the employee's immediate supervisor by the timesheet submission deadline or risk not receiving payment or correct payment on the scheduled payroll date.

Non-exempt employees should report to work no more than 15 minutes before their scheduled start 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 record time worked daily in Work Force Now and electronically sign their timesheet at the end of the pay period to certify the accuracy of all time they recorded. The supervisor must review all hours worked as recorded by the employee and approve them prior to the payroll processing deadline. If corrections or modifications are to be made, both the employees and the supervisors must verify the accuracy of the changes by initialing the corrected timesheet. If such corrections need to be made after approval has been made or the payroll has been processed, the employee and supervisor will need to both notify and work through the payroll administrator to have a corrected timesheet processed.

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

### **Overtime Pay**

To meet the needs of the college, it is sometimes necessary for supervisors to request that an employee work beyond normally scheduled hours. Overtime compensation is paid to non-exempt employees following federal and state wage and hour laws.

Policy details include:

- All planned overtime **must receive approval by the College President** through supervisory channels. Working overtime without proper approval is grounds for disciplinary action.
- The use of overtime for emergencies will be paid; however, managers should ensure their employees understand what situations constitute an emergency.
- Louisburg College compensates all non-exempt employees for hours worked over 40 during the workweek at one and one-half times the normal hourly rate of pay.



- Approved paid leaves are not considered actual hours worked and are not counted toward the accumulation of 40 hours for calculating hours for overtime. Time on leave includes, but is not limited to, vacation leave, sick leave, holiday leave, jury duty, bereavement leave, and FMLA/Medical Leave of Absence.
- The Fair Labor Standards Act (FLSA) does not allow averaging time or carrying overtime hours to the following week.
- Overtime hours must be approved by the head of the department, Chief Financial Officer, and College President using the **Overtime and Additional Pay Authorization Form** before performing the required overtime except when the need is time-critical.

### **Additional Pay**

At times, there is a need to provide additional pay to employees for services performed beyond the scope of their normal duties. These services include faculty with administrative appointments, faculty overload credits, administrative faculty, or staff members appointed to an additional administrative function not within the scope of essential functions.

To be eligible for additional pay, the services must not interfere with the employee's primary position or be performed during the work hours accounted for by non-exempt employees toward their primary position.

The additional pay must be approved by the head of the department, Chief Financial Officer, and College President using the **Overtime and Additional Pay Authorization Form** before performing the services except when the need is time-critical.

### **Administrative Pay Corrections**

Louisburg College takes all reasonable steps to ensure that employees receive the correct amount of pay each paycheck and employees are paid promptly on the scheduled payday.

It is each employee's responsibility to review his or her paycheck and benefit deductions on a regular basis, especially at the beginning of each calendar year or after a qualifying event when new benefit elections might impact an employee's deductions and net pay. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Human Resources so that corrections can be made as quickly as possible.

Should overpayments or underpayments be identified, they will be corrected in the next regular paycheck.

## **Pay Deductions**

The law requires that Louisburg College take certain deductions from every employee's compensation. Among these deductions are applicable federal, state, and local income taxes. Louisburg College also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base" and the Medicare "wage base." Louisburg College matches the amount of Social Security and Medicare taxes paid by each employee.

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

## **Garnishment and Bankruptcy**

Louisburg College is obligated by federal and state law to deduct or garnish wages when child support, unpaid student loans, bankruptcy collection, or unpaid taxes are owed and overdue. Deductions occur when Louisburg College Payroll receives a "summons and Levy in Garnishment" or a "wage Earner Plan" from federal or state institutions.

Garnishments remain active until Payroll receives a release or an amendment of these federal and state decrees. Louisburg College does not refund any incorrectly deducted funds due to requisite garnishments. Instead, an employee must request a refund from the agency directly authorizing the deduction.

## **Taxability of Awards and Gifts**

Gifts or awards may be provided by Louisburg College for work-related achievements and achieving major milestones such as years of service, promotion, departure, or retirement. The expense for such gifts or awards must follow prescribed accounting procedures.

The Internal Revenue Service classifies many awards as taxable income subject to W-2 reporting and tax withholding. Monetary awards, gifts, and cash equivalents are subject to personal income tax. All recognition awards must be approved, in advance, by the area Vice President and Human Resources.

## **Section 3 – Benefits**

### **Benefits Summaries and Eligibility**

Louisburg College sponsors a comprehensive benefits program for eligible employees, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets called “summary plan descriptions,” which are provided to all eligible employees. The details of each benefit are contained in separate legal documents known as the “plan documents,” which take precedence over anything contradictory in the summaries.

All full-time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit. Part-time employees may be eligible for certain benefits if they meet the eligibility conditions. Some benefit programs require contributions from employees.

### **Enrolling and Making Changes in Benefits**

Several benefit programs require employees to enroll within a specified period of time or wait to make enrollment changes until the annual open enrollment period (usually in the fall).

Furthermore, some benefit plans require that a “Qualifying Event” must occur in order to allow mid-year changes.

### **Newly Eligible Employees**

The first opportunity to enroll in benefits is during the first 30 days of eligibility. Thereafter, the next opportunity to enroll or make changes will be during the annual open enrollment period. All new full-time employees are immediately eligible for benefits; there is no waiting period.

### **Qualifying Life Events**

If an employee experiences a qualifying event, they may enroll or make changes to some of their benefits within 30 days of the event. Any change must be consistent with the qualifying event.

Qualifying events include such things as:

- marriage, divorce, or legal separation,
- birth or adoption (or placement of adoption) of a child,
- death of a covered dependent,
- loss or gain of eligibility for insurance coverage for an employee or a covered dependent,
- change in spouse’s employment status,
- change in medical insurance eligibility due to a relocation of residence or workplace.

An employee who experiences a qualifying event must notify Human Resources and provide documentation within 30 days of the event to make changes to their benefits.

## **Medical, Dental, and Vision Insurance**

Medical and dental insurance is available for all eligible employees through a group insurance policy. The College pays a percentage of the cost for an employee's medical coverage. Louisburg College retains the right to change the percentage of its contribution; as a result, the amount paid by the College may vary from year to year.

Medical, dental, and vision coverage for an employee's children is also available according to each group policy eligibility rules at the employee's expense. Dental and vision coverage is available for the employee's spouse at the employee's expense, and medical coverage is available for the employee's spouse IF the spouse is NOT offered medical coverage by his or her employer.

## **Flexible Spending Accounts**

Louisburg College provides access to Flexible Spending Accounts (FSA) to pay for both Healthcare Expenses and Dependent Care with tax-free money as follows:

- **Healthcare Reimbursement FSA:** Pay for eligible medical, prescription, dental, and vision expenses as well as over-the-counter healthcare products. This benefit is optional and employees can elect to contribute annually from \$240 (\$10 per pay period) to \$3,200 (\$133.33 per pay period). Up to \$640 can be rolled over at the end of the plan year (December 31<sup>st</sup>).
- **Dependent Care FSA:** Pay for eligible child or disabled adult care while you work or attend school. This benefit is optional and employees can elect to contribute annually from \$240 (\$10 per pay period) to \$5,000 (\$208.33 per pay period). Unused funds will be forfeited at the end of the plan year (December 31<sup>st</sup>) as required by the IRS.

Employees who elect to participate in this benefit should understand that contributed funds must be used before an employee resigns, which will terminate benefits and access to these funds. Plan carefully.

## **Retirement Plan**

Louisburg College provides a defined contribution retirement plan with TIAA-CREF. Under this plan, any employee may elect to contribute up to the IRS maximum contribution, which can vary from year to year. Louisburg College will match an employee's contribution dollar-for-dollar up to a maximum of 6%. Employee contributions are made on a pre-tax basis. The Plan provides employees with a variety of investment options to manage their retirement dollars.

## **Holidays**

Louisburg College will generally recognize the following paid holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (3rd Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday and Friday in November)
- Christmas (December 24th and 25th)

According to applicable restrictions, Louisburg College will grant holiday time off to all eligible non-exempt employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rates (as of the date of the holiday) times the number of hours the employee would have otherwise worked on that day.

Eligible employee classifications are:

- Full-Time Regular
- Part-Time Regular
- New employee probationary period

Holiday pay is based on eight hours of pay for full-time employees. Holiday pay is pro-rated for part-time regular employees based on the number of hours they are regularly scheduled to work for the week, i.e., a regular part-time employee who is normally scheduled to work 20 hours a week will receive four hours of holiday pay, and a regular part-time employee normally scheduled to work 30 hours a week will receive six hours of holiday pay. Employees who work shifts longer than eight hours will be limited to eight hours of holiday pay.

Recognized holidays that fall on a Saturday will be observed on the preceding Friday and recognized holidays that fall on Sunday will be observed on the following Monday.

If a recognized holiday, as listed above, falls during an employee's paid absence (vacation, sick leave), it is only counted as paid holiday time.

If a non-exempt employee is required to work on a recognized holiday, he or she will receive pay at 1 ½ times the employee's straight-time pay rate for the hours worked.

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

### **Birthday Off**

While not technically a holiday, full-time regular and part-time regular staff are eligible to receive a day off with pay for their birthday. Staff must submit their birthday off request in writing to their supervisors a minimum of two (2) weeks prior to the day off. The day off must be agreed upon with the supervisor and be a date that is also convenient for the department and its operations. The birthday off cannot be banked or carried over and must be taken during the employee's birth month.

### **Special Periods of Closure and Paid Time Off**

From time to time, the College may be closed and such days are not considered a holiday. For example, the administration may deem the College closed for business on certain days leading up to the two (2) Christmas holidays and the New Year's holiday. While these special closings are not deemed additional holidays, most faculty and staff may be provided paid time off on these dates. Exception: During such special campus closures, the Campus Police Department will operate as usual and campus police will follow their normal departmental work schedule.

### **Vacation Benefits**

Vacation time off with pay is available to eligible staff employees to provide opportunities for rest, relaxation, and personal pursuits. Staff employees in the following classification(s) are eligible to earn and use vacation time as described in this policy:

- Full-Time, 12-month staff employees
- Part-Time\*, 12-month staff employees

\* Eligible part-time staff employees are entitled to paid vacation on a prorated basis (using a 40-hour week as a baseline) in accordance with the above schedule, (example: An employee who works 20 hours per week will be eligible for 50% of the accrual rate shown in the above schedule.)

Staff employees who work less than 12 months per year – those whose contract or appointment letter stipulates a 9, 10, or 11-month assignment are not eligible to accrue vacation benefits.

The amount of paid vacation time staff employees receive annually increases with the length of employment as shown in the following schedule.

Vacation Earning Schedule		
Years of Eligible Service	Days Earned Per Month	Total Days Per Fiscal Year
0-5 years	1.00 days	12 days
6-10 years	1.25 days	15 days
11+ years	1.67 days	20 days

Vice Presidents and other designated members of the Administrative Cabinet will receive 22 days in a fiscal year.

On the first day of the new fiscal year, employees will have available for use all of their vacation days --- meaning the employee must still “earn” the number of hours he or she is being granted but may begin using unearned vacation days at their pleasure provided it meets the work schedule/needs of the department and supervisor approval is granted. Exception: If an employee is on an approved leave of absence, they may use only that portion of available vacation that has been earned. When the employee returns to active work status, they will again have access to all available vacation. Additionally, employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits from a source other than Louisburg College payroll such as short-term disability, long-term disability, or workers’ compensation insurance.

When an employee leaves the College before “earning” the number of hours already taken, the hours taken over what has been “earned” will be deducted from the final paycheck.

New employee vacation allowance will be prorated based on the number of full pay periods remaining in the fiscal year.

To take a vacation, employees must utilize the ADP system to submit an Absence Request to their supervisor for approval in advance of taking the time off.

An employee's vacation pay is computed at the employee's base pay rate at the time the vacation is taken.

If a college-recognized holiday occurs during an employee's vacation, it will be recognized as a holiday and not vacation time.

If an employee is confined in a hospital for a minimum period of at least 48 hours during a planned vacation, once confinement is documented, the employee may request sick leave and reinstatement of vacation time.

As indicated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal interests. If accrued vacation hours are not used by the end of the fiscal year, employees may carry forward a maximum of 40 hours (5 days) of vacation into the next fiscal year. Any vacation hours over 40 hours remaining at the end of the fiscal year will be forfeited. This 40-hour carryover is not cumulative year-to-year, meaning that the maximum vacation allotment that any employee can have at any given time is the current year's allotment, plus 40 carryover hours.

Upon termination of employment, employees will be paid for any accrued, unused vacation time earned through the last day worked EXCEPT in the following circumstances:

- Cabinet members who voluntarily resign without providing at least a four-week notice.
- Non-cabinet member employees who voluntarily resign without providing at least a two-week notice
- Employee who is involuntarily terminated for "misconduct" as that term is defined in N.C.G.S. § 96-14.6.

Additionally, an employee's resignation date cannot be the same day as vacation time, sick time, or special Paid Time Off (PTO). If necessary, the final date of employment will be changed to the employees' last normal work day.

### **Sick Leave**

Louisburg College provides paid sick leave benefits to all eligible employees for periods of temporary absences due to illness or injury. Eligible employee classifications are:

- Full-time, 12-month employees
- Part-time, 12-month employees



Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated based on a “benefit year,” the 12-month period that begins when the employee starts to earn sick leave benefits.

Eligible employees may use sick leave for an absence due to their own illness or injury or that of a family member who resides in the employee’s household and is dependent upon the employee for their care. The term “family member” refers to a child, spouse, or parent.

It is the responsibility of all employees to contact their supervisor if they will be absent or late – generally within 15 minutes of their normally scheduled start time. Simply leaving a voice mail message for the supervisor or Human Resources is not entirely acceptable contact. You may leave a message, but it is your responsibility to call back and speak directly to your supervisor or Human Resources regarding an absence or need to be tardy. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three (3) 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 of receiving sick leave benefits.

Before returning to work from a sick leave absence of seven (7) calendar days or more, an employee must provide a physician’s verification that they may safely return to work. Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence. In addition, for purposes of overtime compensation, paid sick leave does not count as time worked.

Unused sick leave will be allowed to accumulate until the employee has accrued the equivalent of 520 hours of sick leave benefits. If the employee’s benefits reach the maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

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

## Family/Medical Leave of Absence

The Family and Medical Leave Act of 1993 (FMLA) provides time off for employees to care for a family member or due to their own illness as well as for a birth, adoption, events required for a call to active duty, and other related situations.

To initiate this benefit or to obtain additional information, contact Human Resources. As required by FMLA Section 109 (29 U.S.C. § 2619) the full-text poster is provided here.

### EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

#### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hours Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to **12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military service member.

An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the service member.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working fewer hours each day or week. Read the FMLA Fact Sheet #28M at <https://www.dol.gov/agencies/whd/fact-sheets/28m-fmla-military-family> for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

### **Am I eligible to take FMLA leave?**

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer for at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in a current or previous calendar year,
- You work for an elementary public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

### **How do I request FMLA leave?**

Generally, **to request FMLA Leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a healthcare provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

### **What does my employer need to do?**

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

- Allow you to return to the same job, or a virtually identical job with the same pay, benefits, and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible or** not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### **Where can I find more information?**

Call **1-866-487-3243** or visit **[dol.gov/fmla](http://dol.gov/fmla)** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

### **Disability Insurance (Short/Long-Term)**

Eligible employees are covered by a disability plan. Disability insurance is designed to assist an employee with income protection should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. The summary plan descriptions explain long-term and short-term disability benefits.

### **Life, Accidental Death, and Dismemberment Insurance**

The Group Life Insurance covers all eligible employees. This insurance is payable in the event of the employee's death, in accordance with the policy, while the employee is insured.

### **Benefit Continuation**

Louisburg College complies with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). As such, Louisburg College offers its employees and their qualified beneficiaries the opportunity to continue at their own expense certain benefit coverage when a "qualifying event" would normally result in loss of eligibility and coverage.

Qualifying events include, but are not limited to, resignation, termination, death, birth, divorce, reduction in work hours, and dependent child no longer meeting eligibility requirements. If you feel you have experienced a qualifying event, contact Human Resources for more detailed information.

### **Pre-tax Deductions for Expenses**

Louisburg College employees participating in any of the basic health insurance plans, i.e., group medical, and dental, are required to contribute to the payment of the plan(s) premium(s) via payroll deduction cost sharing. In accordance with U.S. Internal Revenue Service provisions, Louisburg College provides employees the opportunity to participate in (a) Section 125 Plan and (b) Flexible Spending Accounts, which allows an employee to make their payroll payments/contributions on a pre-tax basis.

### **Worker's Compensation**

All employees are entitled to Workers' Compensation benefits. Workers' Compensation benefits are provided by an insurance policy and the premiums are paid by Louisburg College. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays their medical bills and provides a portion of their income until they can return to work.

An employee who sustains a work-related injury or illness must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that the injury is reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. An employee and Supervisor shall complete an accident/injury report and submit it to Human Resources as soon as possible after an accident/injury. The insurance policy requires that a drug and alcohol screening be performed anytime a workplace injury requires medical assistance/treatment.

Neither Louisburg College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in an off-duty recreational, social, or athletic activity sponsored by Louisburg College.

### **Unemployment Compensation**

Unemployment compensation is designed to provide temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon the termination of employment with Louisburg

College. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. Louisburg College pays the entire cost of this insurance program.

## **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As wage earners, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As an employer, Louisburg College is required to deduct this amount from each paycheck an employee receives. In addition, Louisburg College matches the employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

## **Tuition Remission Plan**

Tuition benefits for courses taken at Louisburg College are available for direct employees and the dependent children of direct employees of the College who work more than 975 hours per year. The amount of tuition benefits granted depends on the percentage of hours worked per year up to a maximum of 1950 which is considered a full-time employee. These grants cover tuition only (no fees) and are available for only the first 75 semester hours attempted. No employee may spend more than six (6) hours per week during regular business hours in class or away from their job for class activities.

The amount of tuition benefit paid by the College depends upon whether the employee is full-time or not. The percentage paid will depend on what percentage of the 1950 hours full-time employees' work was contracted by the employer for that year. An example would be a half-time employee working 975 hours per year would be eligible for a 50% tuition benefit paid. A nine-month employee working 1462 hours makes that individual eligible for 75% tuition benefits. The benefit will be applicable to the base tuition only and will not cover special or additional fees.

Before enrolling or continuing in a program, the students are subject to all applicable academic regulations to regularly enrolled full-time students, and any deviations will be handled through the appropriate College officer or committee. Employees are encouraged to enroll in courses having scheduled class sessions outside the employee's work hours.

When approval is granted for enrolling in courses under this section, employees shall "make up" time at the discretion and approval of the supervisor by:

- Working outside regularly scheduled hours during the same day as the class; or
- Deducting time spent in class from vacation.

All tuition benefits will terminate when the employee leaves direct employment at Louisburg College. However, the direct employee or dependent may finish the semester when terminating without further charge. Application for tuition benefits must first be made to Human Resources.

Any special or additional fees must be paid by the end of the semester that the class is taken.

In addition, Louisburg College has a tuition exchange program with several private North Carolina Colleges. This program permits the dependent child of the employee to attend school tuition-free at any of the participating colleges with permission from the participating college. Employees should see Human Resources for the list of participating colleges and additional information regarding qualifications for this program.

## **Bereavement Leave**

Generally, all employees (full and part-time) shall be entitled to Bereavement Leave upon the death of an immediate family member as follows:

<b>Benefit</b>	<b>Relationship</b>
Up to 5 days Paid Time Off	Parent, Spouse, Child
Up to 3 days Paid Time Off	Grandchild, Grandparent, Brother, Sister, Spouse's Parent, Spouse's Grandparent, Spouse's Sibling
Up to 1 days Paid Time Off	All other relatives of the employee

Bereavement pay is calculated based on the 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.

Additional leave without pay may be granted with advance permission from the employee's supervisor. The employee may also request to use vacation leave for time off for individuals not listed above or if additional time is approved.

## **Jury Duty**

Louisburg College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to four (4) weeks of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the employee's base pay times the number of hours the employee would have otherwise worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular Full-Time
- Regular Part-Time
- New hire probationary period

If employees are required to serve on jury beyond the period of paid jury duty leave, they may use vacation time or request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Employees are expected to report to work whenever the court schedule permits.

Either Louisburg College or the employee may request that the employee be excused from jury duty if, in Louisburg College's judgment, the employee's absence would create serious operational difficulties.

Louisburg College will continue to provide health insurance benefits for a maximum period of thirty (30) calendar days after the unpaid jury duty leave begins. At that time, the employee will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by Louisburg College according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty leave and will be resumed upon return to active employment.

## **Personal Leaves of Absence**

In special circumstances, Louisburg College may grant unpaid leave for personal reasons. Personal leaves of absence must be requested in writing and are subject to the discretion of Louisburg College. A leave request could be considered for an employee only after having completed one year of service. As soon as an employee becomes aware of the need for a personal leave of absence, they should request a personal leave from their supervisor.

Personal leave may be granted for a period of up to eight (8) weeks within every 24-month period. Requests for personal leave will be evaluated based on several factors including the department's anticipated workload and staffing requirements during the requested leave period.



Subject to the terms, conditions, and limitations of the applicable plans, Louisburg College will continue to provide health insurance benefits. The employee will be required to pay any accrued benefit deductions upon returning to active payroll status.

Vacation, sick leave, and holiday benefits will not accrue during an approved personal leave period.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if available, or to a similarly available position for which the employee is qualified. However, Louisburg College cannot guarantee reinstatement in all cases of personal leave.

If an employee fails to report to work promptly at the expiration of the approved leave period, Louisburg College will assume the employee has resigned.

### **Military Reserves or National Guard Leaves of Absence**

A military leave of absence will be granted to employees in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable North Carolina laws.

### **Uniformed Services Employment and Reemployment**

Louisburg College is committed to providing basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

## **Section 4 – General Standards of Conduct**

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

All employees are urged to become familiar with Louisburg College rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their jobs and conducting the institution's business.

### **Dress Code**

Appropriate dress and personal grooming contribute to employee morale and affect the overall image of the College. Employees are expected to dress in a way that reflects professionalism, and respect for co-workers, students, parents, and visitors. Attire should be neat, clean and in good taste.

Each employee should dress appropriately for the area in which they work. For example, coaches may wear athletic attire when teaching or coaching, but traditional business attire or business casual attire would be more appropriate on other occasions. Generally, for all offices and operations, the following attire is considered inappropriate while at work:

- tennis/athletic shoes (unless you have a documented medical reason), flip-flops
- short skirts (such as miniskirts),
- t-shirts, tank tops (with spaghetti-type straps),
- leggings worn as pants, hip-huggers, gym shorts, jeans, shorts, Capri pants, cargo pants
- sweatshirts, sweatpants, wind suits,
- garments made of body-hugging fabrics,
- garments having obscene art and/or wording.

Occasionally, Louisburg College may allow a day for more casual attire, most commonly holidays or days with special events. However, an employee's interaction with other (external) professionals must take precedence and appropriate attire is required for planned meetings or other interactions.

Additional parameters on appropriate casual attire include:

- no jeans with tears,
- no tank tops or blouses with spaghetti-type straps,
- no leggings worn as pants, hip-huggers,
- no gym shorts or other shorts,
- no sweatpants,
- no garments having obscene art and/or wording.

Louisburg College's Dress Code includes appropriate hygiene practices as well. Employees must arrive to work presenting a clean and professional appearance. Violations of this policy include dirty, stained, or torn clothing; body odor including too much perfume or cologne; and a disheveled appearance.

## **Resignation**

A resignation is a voluntary act initiated by the employee to terminate employment with Louisburg College. Although advance notice is not required, Louisburg College requests a two-week written notice from non-cabinet member employees and a four-week written notice from Cabinet member employees. Unused, earned vacation time will only be paid to employees who comply with these written notice requirements.

Additionally, an employee's resignation date cannot be the same date as vacation time, sick time, or special Paid Time Off (PTO). If necessary, the final date of employment will be changed to the employee's last normal work day.

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

## **Employment Termination/Resignation**

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 more common circumstances under which employment is terminated:

- **RESIGNATION** – employment termination initiated by an employee who chooses to leave the institution.
- **DISCHARGE** – employment termination initiated by the institution.
- **LAYOFF** – involuntary termination initiated by the institution for non-disciplinary reasons
- **MEDICAL TERMINATION** – employment termination initiated by the employee or by the institution when an employee is unable, for health reasons, to continue to work.

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

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

Since employment with Louisburg College is based on mutual consent, both the employee and Louisburg 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.
- In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), employees leaving the College may be eligible to continue health insurance coverage at their own expense.
- Other benefits may be continued at the employee's expense as well. The employee will be notified in writing of the benefits that may be continued and the terms, conditions, and limitations of such continuance.

### **Return of Company Property**

Employees are responsible for all property, materials, and written information issued to them or in their possession or control. Employees must return all Louisburg College property immediately upon request or upon the termination of employment. Unless restricted by law, Louisburg College will withhold from the employee's final paycheck, the cost of any items that are not returned when required. In addition, Louisburg College may also take all actions deemed appropriate to recover or protect its property. Employees will be responsible for any lost or damaged items.

### **Corrective/Disciplinary Action**

Each Louisburg College employee is a member of the college community and an integral participant in the mission of teaching and learning. As such, all employees are expected to uphold and exemplify the Louisburg College Promise and comply with all policies and regulations as well as exhibit professional conduct.

Disciplinary action up to the dismissal of employees is based on either unacceptable job performance or unacceptable conduct. Unacceptable job performance is defined as failure to satisfactorily perform job requirements as specified in the job description, the performance plan, or as directed by the management of the particular area or department.

Disciplinary action for unacceptable personal conduct is usually not progressive in nature and can vary greatly based on unacceptable conduct. Employees may be dismissed, demoted, suspended, or warned.

Violations of College policies and work rules may require corrective action. Certain offenses can be corrected through a system of progressive disciplinary actions. Other situations may require the immediate termination of employment.

When corrective actions are the appropriate course of action, corrective actions will generally be handled in the manner outlined below:

- **Verbal Warning/Counseling:** The employee's superior will discuss with the employee the area(s) of concern and will outline a program of improvements or corrective actions. The supervisor shall complete an Employee Counseling and Progressive Discipline Form indicating that the employee has received a verbal warning and/or counseling and shall submit the form to Human Resources who will place it in the employee's personnel file.
- **Written Warning:** The employee's supervisor in consultation with the area Vice President and Human Resources will address the problems or area of concern and specify a timetable for improvement on the Employee Counseling and Progressive Discipline Form. A copy of the completed form will be given to the employee and the original form will be submitted to Human Resources where it will be placed in the employee's personnel file.
- **Suspension:** In the event that sufficient improvement has not been made, or the corrective action plan goals have not been met, or if events warrant (e.g. misconduct or poor performance), the employee may be suspended for a period of time without pay. The duration of the suspension and whether the suspension is with or without pay shall be at the sole discretion of the College. The employee's supervisor shall complete an Employee Counseling and Progressive Discipline form to give a copy to the employee and send the original to Human Resources where it will be placed in the employee's personnel file.
- **Involuntary Termination:** In the event that the supervisor, after consulting the area Vice President and Human Resources, determines that an acceptable resolution to the employee's performance problems cannot be worked out, or if events warrant (e.g. misconduct or continued poor performance), the College may terminate the individual's employment.

The corrective action and counseling processes set forth above articulate factors, responses, and processes that the College believes are generally appropriate to govern employee conduct and performance. However, those factors, responses, and processes are not absolute and binding upon the College. The appropriate responses to an employee's poor performance or misconduct will be determined by the College, at its sole discretion, based on the facts and circumstances involved in each case and may not follow or include all steps outlined above.

## **Employee Dispute Resolution/Grievance Guidelines**

The College recognizes the benefits of resolving disputes through informal means that are designed to decrease the reliance on adversarial processes. All employees and departments are encouraged to resolve disputes and handle grievances effectively and fairly at the lowest possible level. Thus, it is expected that an attempt will be made to resolve all problems informally and the filing of a formal dispute would not be the starting point for resolving disputes or concerns.

When a formal resolution or use of the formal grievance guidelines becomes necessary, the intent of this process is to promote prompt and efficient investigation and resolution of disputes involving the following:

- Disputes between colleagues stemming from differing personality types or work styles;
- Disputes related to perceived lack of clarity or consistency regarding work assignments, goals, or expectations;
- A belief that policies, practices, rules, regulations, or procedures have been applied inconsistently;
- Conflicts related to the condition of employment such as scheduling, vacation, fringe benefits, holidays, performance reviews, salary, or seniority, and
- General communication breakdowns/barriers.

The Dispute Resolution process is not available for:

- Disputes that have been the subject of a final ruling or decision according to other policies and procedures. For example, if someone's employment has already been terminated, that person may not utilize dispute resolution processes to appeal or negotiate the termination decision;
- Disputes involving criminal charges or serious threats to persons or property;
- Disputes involving claims addressed by the Sex Discrimination and Harassment Policy, or alleged discrimination because of race, color, sex, age, religion, national origin, sexual orientation, gender identity, disability, or veteran status; and
- Disputes that do not concern the official business of the College.

## **Formal Dispute/Grievance Procedure**

The employee may be accompanied by another college employee during meetings associated with any of the steps in the Formal Dispute/Grievance Procedure.

### **Step 1:**

If the employee is not satisfied with the results of the informal discussion, the grievance may be documented and submitted to the immediate supervisor within seven (7) calendar days of the action that gave rise to the dispute, as a written complaint. The following information should be presented in writing:

- The specific complaint or concern.
- Any facts or additional information that could be useful in the evaluation of the complaint.
- The specific remedy or corrective action sought.

Employees are always encouraged to address their concerns directly with their supervisor. This in-person conversation should include a review of the facts and any relevant policies or documents. As appropriate, the employee and supervisor should bring copies of related documents, so they can be reviewed during the meeting. Following this meeting, the immediate supervisor shall then have five (5) working days to respond to the complaint in writing.

If the employee complaint is regarding harassment or discrimination or if the employee is concerned about potential retaliation by the immediate supervisor for making a complaint, then the employee should bring the complaint directly to the Department head or to the Human Resources Office.

If the grievance or complaint involves employees from other departments, supervisors from these departments should be included in the Step 1 In-Person Meeting.

### **Step 2:**

If the dispute is not resolved at Step 1 and the employee desires to pursue the matter further, the employee shall present the dispute in writing to the head of the department for review. A copy should also be sent to Human Resources. The request for review must be in writing and should include the following:

- A summary of all previous efforts to resolve the issue.
- The formal complaint was submitted to the immediate supervisor.
- The immediate supervisor's written response to the formal complaint.
- The grounds for the employee's objection to the immediate supervisor's response.

The department head should evaluate the information received and respond to the employee as soon as practical.

## **Appealing the Grievance Resolution**

The employee may appeal the department head's response to the President. An appeal must be filed within thirty (30) days after the employee receives the department head's written response. An appeal is deemed filed when the employee delivers to the Director of Human Resources a written statement indicating the grounds for appeal and copies of the following:

- the grievance
- the request for review
- the written responses of the immediate supervisor and the department head.

Only matters raised in the original grievance or the request for review may be appealed and no new complaints may be added or considered in the appeal. The scope of the appeal is limited to a review of the following grounds for appeal:

- The immediate supervisor or department head violated college rules, regulations, or policies and such violation was prejudicial to the employee.
- The immediate supervisor or department head violated the procedures set forth in this grievance policy and such violation was prejudicial to the employee.
- The grievance process was improperly influenced by errors of fact, gross prejudice, capricious behavior, or other factors contrary to good personnel management practices or Louisburg College policy, and such improper influence was prejudicial to the employee.

The Director of Human Resources will review the information submitted and may allow the employee to amend the written statement of appeal in order to address any deficiencies identified by the Director of Human Resources. Once this review is complete, the Director of Human Resources will forward the appeal to the President. At the request of the President, the Director of Human Resources shall issue a confidential statement of position to accompany the appeal, which may include information from any internal investigation conducted by Human Resources into matters related to the grievance. This confidential statement shall be distributed only to the President and legal counsel for the College.

The employee has no right to a hearing on appeal. The President will review the information submitted on appeal and issue a decision, which will be the final decision on the grievance resolution.



## **Security Inspections**

Louisburg College wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Louisburg College prohibits the possession, transfer, sale, or use of such materials on its premises. Louisburg College requires the cooperation of all employees in administering this policy. See also: Information Technology Policies under Quick Clicks on the LC Website

## **Whistleblower Policy**

### **Overview and Purpose**

Louisburg College (the “College”) requires its trustees, officers, employees, parents and students (covered persons) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The College’s internal controls and operating procedures, of which this is a part, are intended to deter and prohibit activity that is contrary to College policy, or is in violation of federal, state or local laws and regulations. This Whistleblower Policy is intended to protect any covered person who engages in good faith disclosure or reporting, as described below, of an alleged action or omission that they reasonably believe to be a violation of laws, regulations, or the College's policies or procedures (a “Violation”), by any covered person. Violations may include, but are not limited to:

- A violation of a federal, state, or local law;
- Fraud or financial irregularities;
- Violation of a School policy;
- Fraudulent financial reporting;
- Discrimination/harassment/retaliation;
- Unethical business practices;
- Athletics rules violations;
- Wrongful termination;
- Workplace hostility;
- Forgery or alteration of any documents;
- Unauthorized alteration or manipulation of computer files;
- The use of School property, resources or authority for personal gain or for non-School-related purpose except as authorized or provided under School policy;
- Authorizing or receiving compensation for services not received or services not performed;
- Requesting reimbursement for expenses not incurred;
- Authorizing or receiving compensation for hours not worked;
- Activities endangering the health and safety of others.

## **Policy**

This policy prohibits retaliation in any form against any covered person who in good faith reasonably believes and reports or discloses such alleged Violations to the College's attention (a "Report"). However, any covered person who knowingly makes a false accusation of a Violation shall be subject to disciplinary and/or legal action, as applicable. This policy also prohibits retaliation in any form against any person or entity who or which participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation under this policy by the College, the Audit and Risk Management Committee of the Board of Trustees, the Board of Trustees or a government agency. Any person who directly or indirectly takes any actions whatsoever in retaliation against a person who has in good faith and with reasonable belief of a Violation raised any question or concern or made a Report under this policy shall be subject to discipline, up to and including, as applicable, expulsion from the College, termination of employment, or appropriate legal action. Anyone who encourages others to so retaliate also violates this policy and will be subject to appropriate action.

The College will promptly investigate any reported Violations by any covered person. Anyone found to have engaged in such Violations is subject to disciplinary action, up to and including termination of employment, subject to applicable College procedures. All members of the College community, including parents of students, are expected and encouraged to report possible Violations through appropriate College procedures or by contacting his or her supervisor, another level of supervision, the Provost or most senior academic officer in the President's Cabinet, Chair of the Audit and Risk Management Committee of the Board of Trustees, or Chair of the Board of Trustees. Any concern regarding, or allegation of retaliation for reporting, an alleged Violation should also be reported through the procedures outlined in this policy. All reports shall be made known in a timely manner to the General Counsel of the College.

## **Reporting and Investigation**

This section applies both to whistleblower reporting and to reporting retaliation against whistleblowers.

Reports of suspected Violations can be made confidentially and/or anonymously. The College will promptly investigate such Reports in good faith, but confidentiality or anonymity cannot be assured, depending on the nature of the Violation and the course of the investigation. Reasonable efforts within legal limits will be made to protect the confidentiality and anonymity of the source. To the extent possible, any report or complaint should be factual and contain as much specific information as possible setting forth all of the information about which the, trustee, officer, employee, parent or student has knowledge. In conducting the investigation, the College may retain outside legal or accounting advisors.

## **Reporting through School Procedures**

All reports of suspected Violations will be reported and investigated using relevant School policies and procedures.

- Staff and Faculty members should direct their reports under this policy to the Provost or most senior academic officer in the President's Cabinet or President. If the staff member is not comfortable reporting the suspected violation to these persons, he or she may direct the Report to the Chair of the Audit and Risk Management Committee or the Chair of the Board of Trustees.
- Students and parents should direct their Reports under this policy to the Provost or most senior academic officer in the President's Cabinet or the Vice President of Student Affairs or the President. If the student is not comfortable reporting the suspected violation to these persons, he or she may direct the Report to the Chair of the Audit and Risk Management Committee or the Chair of the Board of Trustees.
- Trustees should direct their Reports under this policy to the Chair of the Board of Trustees or the Chair of the Audit and Risk Management Committee.
- All Reports shall be reported by the recipient to the Chairs of the Audit and Risk Management Committee and of the Board of Trustees and to the General Counsel of the College.
- If the investigation is of the President, anyone who receives the report should forward the report to the Chair of the Board of Trustees who shall designate a coordinator to investigate, and who shall first consult with the Chair of the Board of Trustees on procedures, and the decision on action will be made by the Chair of the Board of Trustees in consultation with the General Counsel of the College.
- If the investigation is of a trustee, it will be handled by the Chair of the Board of Trustees with the advice of the Chair of the Audit and Risk Management Committee and in consultation with the General Counsel of the College.
- Above-described school officials and Board members who receive Reports must act promptly to investigate and report regarding the issue. The whistleblower, if reachable, will receive such notification and such other information as the College in its complete discretion deems appropriate.
- It is acknowledged that the person making the Report has the right at any time to report the event to the appropriate governmental investigative agency outside the School.

## **Confidentiality**

The College serves students and the public. In many cases, an employee may be exposed to information that is of a confidential and sensitive nature, including but not limited to personally identifiable information (PII) of students protected by the Family Educational Rights and Privacy

Act (FERPA). This information should not be disclosed to unauthorized persons. Any proven breach of confidentiality may result in disciplinary action up to and including termination.

## **User Responsibilities of Institutional Technology Resources**

The College provides Internet, e-mail access, voicemail, desktop phones, cell phones, pagers, and various other systems (“Institutional Resources”) as business tools for employees at a significant cost. Therefore, the College expects employees to use the Institutional Resources only for the purpose of conducting College-related business. Limited use not related to College business must be kept to a minimal, reasonable level. Unauthorized access or excessive personal use of the Institutional resources is prohibited and will subject the employee to discipline, up to and including termination.

Additionally, in using these Institutional Resources, employee emails and Internet usage may be monitored, and employees should have no expectation of privacy in their email communications or computer usage while at work or when using Louisburg College work systems.

## **Solicitation**

In an effort to assure a productive and harmonious work environment, persons not employed by Louisburg College may not solicit or distribute literature in the workplace at any time for any purpose.

Louisburg 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.)

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

- Internal memos
- Organization announcements
- Workers’ Compensation insurance information
- State disability insurance/unemployment insurance information

## **Political Activity**

The college encourages employees to exercise their rights with regard to political activity, considering the following guidelines:

- Employees may not actively manage a campaign, campaign for political office, or engage in political activity while at work or during any period of time that they are receiving compensation from the college.
- Employees may not use the authority of their positions or college funds, phones, faxes, supplies, bulletin boards, campus mailboxes, electronic mail, or vehicles to support or oppose any candidate, party, or issue in an election for office or party nominations.
- A supervisor may not institute, issue, or enforce any rule or policy that interferes with the right of college employees to engage in political activity on their own time.
- A supervisor may not coerce an employee to support or contribute to a political candidate, party, or cause.

## **Safety**

The safety and health of employees are a priority. Louisburg College makes every effort to comply with all federal and state workplace safety requirements.

The workplace shall be kept free of hazards that may cause physical harm or illness to employees, students, and visitors. Each employee must perform work in a safe manner and report any injury, occupational illness, or damage to college property to their supervisor immediately.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who 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, no matter how insignificant the injury may appear, employees must immediately notify the appropriate supervisor. The employee and supervisor should complete an accident/injury report and submit to Human Resources. Accidents/injuries involving students or visitors are to be reported to Campus Police and Student Life administration. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures and determine if preventive measures could prevent the accident/injury from occurring again.

## **Smoking/Vaping**

In keeping with Louisburg College's intent to provide a safe and healthful work environment, smoking or vaping is prohibited inside any College facility. The College has one designated smoking area outside Hillman Hall. Employees desiring to smoke or vape must do so at the designated smoking area.

## **Pet on Campus**

Generally speaking, pets are not allowed on campus and are not permitted in college-owned or operated buildings. Exceptions: 1) Employees may bring a pet to outdoor sporting events provided the pet is leashed at all times, the owner is in control of their pet at all times, the pet is not unattended at any time, and the owner cleans up after their pet. 2) Service animals as indicated by the Americans with Disabilities Act or approved emotional support animals may be approved for positions that require a staff member to live in the residence halls.

Emotional Support Animals (ESA) are not permitted in official work spaces.

Contact Human Resources for questions regarding the Assistance Animal Policy.

## **Use of Vehicles**

A fleet of College vehicles used to transport students and conduct business on behalf of the college is maintained by the Facilities Department. Authorized drivers will be restricted to faculty and staff and approved in advance of reserving a fleet vehicle. Faculty and/or staff shall not be permitted to transport students in employee-owned vehicles. If a college vehicle is not available, the college shall secure a rental vehicle for the purpose of transporting students. To receive a complete copy of the Vehicle Policy and Procedures, please contact the administrative assistant in facilities.

When using College vehicles, the improper, careless, negligent, destructive, or unsafe use of vehicles as well as excessive or avoidable traffic and parking violations can result in disciplinary action, up to and including termination of employment. Additionally, some positions require the ability to drive College vehicles; therefore, it is required that employees in these positions maintain a driving record that allows the insurance company to designate them as an “Approved Driver.” Employees who are designated as approved drivers shall agree to a periodic review of their driving record, and they are required to self-report any moving violations (tickets).

When an employee elects to use their personal vehicle to travel or conduct business for the College, the employee’s own insurance company shall be assuming primary liability. The personal use of vehicles owned or leased by Louisburg College is forbidden.

## **Emergency Closing**

At times, emergencies such as severe weather can disrupt the operations of the College. In extreme cases, these circumstances may require the closing of the College. In the event that such an emergency occurs during non-working hours, the College will provide faculty and staff special instructions concerning hours of operations, opening, and closing by way of the LC Alerts System. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees failing to report to work due to inclement weather, other than according to special instructions, will have their accrued vacation time reduced by the time taken off.

## **Travel & Reimbursement Procedures**

When requiring employees to travel in the performance of their duties, Louisburg College expects to reimburse them for reasonable and necessary expenses as may be incurred.

### **Travel Authorization**

Each employee required to travel in the performance of official duties is entitled to reimbursement of expenses incurred. Prior authorization shall be obtained from the employee’s supervisor and the employee shall provide an itinerary, estimate of the cost of travel, mode of transportation, and general purpose of travel.

### **Subsistence**

Reimbursement claims for subsistence (meals and lodging) are to be reported on the Louisburg College Travel/Expense Report Form. The report must be complete with the date, location, and amount of expenditure for every meal and lodging expense claimed. Receipts to support each expense must be submitted with the Travel/Expense Report Form. An individual taking annual

leave, while Travel/Expense Report Form. away from Louisburg College on official business is not entitled to subsistence for the period of leave.

### **Meals**

Reimbursement for meals will be made for actual costs, within reasonable limitations. Employees are entitled to breakfast expenses if they depart before 6:30 AM and to dinner expenses if they return later than 7:00 PM. When the employee is representing the College in an official capacity, reimbursement will be provided for lunch. Receipts for meals should be obtained when guests are entertained, please specify on the "Request for Reimbursement of Travel or Other Expenses" Form. Use the "Other" column to provide an explanation. Reimbursement for meals will be limited to a \$30.00 per/day allowance.

If the employee exceeds the per-day limit set for meals, they will not be reimbursed for the difference. If the employee uses a Louisburg College credit card or receives a cash advance, they will be required to reimburse Louisburg College.

### **Lodging**

Reimbursement may be made for actual lodging expenses based on reasonable rates. All lodging claims must be documented receipts. Charges exceeding reasonable rates are to be explained and justified.

### **Transportation**

Reimbursement for the most reasonable mode of transportation is consistent with the purpose of the travel will be authorized.

Reimbursement for transportation expenses incurred by the use of personally owned vehicles will be at the rate per mile as established by Louisburg College. For reimbursement purposes, mileage is calculated according to MapQuest and a copy must be attached to the Reimbursement Request Form.

Transportation by common carrier will be by scheduled plane or rail. Reimbursement will be made upon presentation of a ticket stub, receipt, or other documented evidence of expenditure. The cost of traveling by commercial air carrier will not be reimbursed for that portion of first-class airfare than exceeds the amount of the next lowest fare for the flight on which such employee traveled, unless space is not otherwise available or if medical reasons necessitate and are indicated by a certified licensed-medical practitioner.



## **Miscellaneous Expenses**

Registration fees required for participation in workshops, seminars, or conferences are allowed when supported by prior approval to attend and a paid receipt or canceled check.

Claims for reimbursement of laundry, valet service, theater, entertainment, alcoholic beverages, and tobacco products will not be reimbursed.

## **Reimbursement Procedures**

Employees planning to travel to attend a seminar or convention, etc. should follow the general purchasing procedures for appropriating the necessary funds. These procedures are:

- Request approval from the immediate supervisor and indicate the nature or purpose of the trip, dates of expected travel, locations of travel, and projected cost of all elements of the trip.
- If the employee is requesting a travel advance, the amount requested should be made in writing as well as the date the advance is needed.
- Upon completion of travel, the employee must complete a Louisburg College Travel/Expense Report Form within seven (7) days. If, however, the employee is planning another trip within the same seven (7) days period and will be requesting an additional travel advance, reporting and accountability for the first advance must precede the issuance of a second advance.
- In reporting daily expenditures on the Louisburg College Travel/Expense Report Form, expenditures must be broken down between cash and charged items. Each day's expenditure must be added down and each category of expenditures across. Upon completion of the Travel/Expense Report, the amount on the lower right corner should show the amount due to or from the employee after deducting cash expenditures from travel advance, if any. The Travel/Expense Report must be completed in its entirety. Travel and entertainment expenses are allowable as follows:
  - Expenditures on behalf of non-employees are allowable only when a valid and specific purpose is related to conducting the affairs of Louisburg College. This purpose must be explained on the form and tied to the amount spent.
  - Expenditures on behalf of other employees are permissible only if the other employee(s) could have reported such expenditures on his/her travel report.
  - The Internal Revenue Service (IRS) requires such expenditure to be reasonably necessary to the purpose of the institution.

## **Purchasing**

The purpose of this procedure is to provide a minimum level of acceptable management and budgetary controls over purchases, cash disbursement requirements, and cash flow expectations, useful monthly reports that show current actual expenditures and encumbrances versus budgeting expenditures. The President and Board of Trustees review periodic reports that accurately represent the financial position of Louisburg College and the results of operations for the current fiscal period.

**General Office Supplies** – Requisitioned through the Office Services Department. College letterhead stationery, envelopes, and all other forms are bulk ordered prior to the fall and spring semesters. These forms should be standardized throughout the College. With the exception of the housekeeping, grounds, and maintenance departments, no one should make any purchase or obligate the College in any way without prior approval.

Bookstore Instructional Materials - Purchased by the bookstore and instructional materials needs shall be coordinated with the Bookstore Manager. All employees receive a 15% discount off purchases in the Bookstore.

**Computers and related equipment** – The purchase of such equipment should be centralized to maintain compatibility, meet the general requirements of the College, and have the ability to function within the long-term goals of the College.

### **Check Requests**

A completed Check Request form must have a receipt or supporting documents prior to any expenditure of funds. These forms must be forwarded to Financial Services for available funding verification. Financial Services personnel will pay invoices for purchases having been approved.

Check Request Forms should be submitted to Financial Services for processing at least seven (7) days prior to the date the check is needed. The Check Request Form can also be used to request annual organizational dues and reimbursements. Only one request per form.

## **Intellectual Property Rights**

It is the policy of Louisburg College to encourage and support the long-standing and traditional rights of students, faculty, and staff on their own initiative to write, create, produce, or otherwise generate works or products that are copyrightable, patentable, or of commercial value.

## Copyrights & Patents

In order to encourage pedagogical innovation and richness and depth in the learning experience, any such materials written, created, produced, or otherwise generated by a member of the student body, faculty, or staff shall remain the exclusive property of the student, faculty member, or staff member, and that person shall have the sole right of ownership and disposition under the Copyright Act except as limited herein [see “Works for Hire” and “Substantial Use” below]. In the case of faculty teaching materials, the faculty member will be the sole copyright owner of works that are created independently and at the faculty member’s own initiative for teaching classes (examples include, but are not limited to, class notes, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, pictorial, graphic, and sculptural works, teaching modules, exams, class presentations, websites, and educational software commonly known as “courseware,” regardless of the medium in which such works appear, that is, whether in physical presentation, on paper, or in audiovisual or electronic form). The College shall be guaranteed reasonable and appropriate access to these faculty materials for use with College students, faculty, and administration for instructional and administrative uses. Patented materials that are developed by an employee of the college on the employee’s own initiative and time and using the employee’s resources are the sole property of the employee. As noted below in Works for Hire, patents that are produced by an employee of the College at the express request of or under the direct supervision of the College are the joint property of the patent’s creator and the College.

Such works and inventions may qualify for protection under the laws of the United States of America. Title 17 of the United States Code defines copyright protection, details original works of authorship protected, and outlines the process for protecting such works. Title 35 of the United States Code defines inventions and discoveries, establishes conditions for patentability, and summarizes the process for applying for, reviewing, and obtaining a patent in the United States of America.

Copyrightable materials include but are not limited to books, pamphlets, brochures, or other printed materials; films, video, or audio tapes; computer programs or computer-based instructional materials; musical compositions, dramatic productions, and works of art; and any and all other copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations, and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials that the College, in its sole discretion, determines to have commercial value.

## **Works for Hire**

“Works for hire” shall be defined as works that are expressly and specifically commissioned by, developed at the express request of, or under the direct supervision of the College. “Works of Hire” may be either specific requirements for employment or an assigned institutional duty included in a written job description or an employment agreement. For works that go beyond what is traditionally required of faculty or staff, there should be a separate contractual arrangement agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the employee and the College if produced by an employee of the College at the express request of or under the direct supervision of the College. The President or his/her designated agent reserves the right to grant to others, including the creator of the qualifying item, copyrights, or patents that are the property of the College. To secure the copyright or patent for an item covered under U.S. Code and created on the College’s time or with the College’s funds, resources, or as delineated later in this document, a written request must be submitted to the President or his/her designated agent and its permission received. Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the creator if produced outside a College employee’s work schedule, and if produced by the employee or anyone with funds, resources, and facilities that are not owned or controlled by the College.

## **Fair Use**

At times it may enhance instruction to distribute or otherwise use materials copyrighted by persons not associated with the College. Any person wishing to use such copyrighted materials under conditions not permitted by Title 17, Chapter 1, Section 107 – Fair Use of the United States Code must first gain permission from the author or appropriate owner prior to using such material. The employee who intends to use copyrighted materials must file all correspondence and documentation securing permission from their dean or area vice president. The documentation will consist of not less than the letter requesting the approval to copy, the letter of response from the author or owner, and the article of materials to be copied.

Materials written, created, produced, or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent, and exploitation terms and conditions of said grant, contract, or agreement. If no such terms and conditions are stated, then the materials produced by the student, faculty member, or staff member shall be subject to the terms of this policy.

## Substantial Use

Students, faculty members, or staff members who write, create, produce, or otherwise generate copyrightable, patentable, or other commercially valuable materials using College resources shall be governed by principles in terms of what constitutes substantial use of College resources. The following resources may be used by students, faculty members, and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for “substantial use” under this policy:

- Personal office space
- Local telephone calls
- Typewriters (but not secretarial service)
- Computers (but not secretarial service)
- Library facilities
- Other students, faculty members, or staff members as consultants

The following College resources, when used by students, faculty members, or staff members for the writing, creation, production, or generation of copyrightable, patentable, or commercially valuable materials, shall constitute “substantial use” of College resources, and the student, faculty member, or staff member is encouraged to keep accurate and detailed records reflecting their use of these resources:

- College clerical services
- Plant and animal species
- College supplies, including but not limited to paper, copying costs, etc.
- Laboratory equipment and supplies, chemical supplies
- Telecommunication transmission by means of long-distance telephone services
- Audio/visual equipment
- TV studio (Personnel and supplies)
- Paid mail or package delivery, postage, etc.
- Computer peripherals equipment
- Blank media storage materials, blank film, blank video/audio tapes
- Special program equipment such as music synthesizers, audiology synthesizers, etc.
- College facilities including but not limited to auditorium, theater, gymnasium, athletic fields, and music and art studios
- Any other college resource not included in Section 1 above or any resource used at greater than institutionally authorized levels

The College's claim to ownership shall be proportional to the substantial use of College resources as determined by the Faculty Evaluation and Professional Development Committee.

The President may grant an exception to any item(s) listed in number two above. The student, faculty member, or staff member seeking an exception shall submit a written petition to the President specifying the item to be exempted, the length of time of exemption, the intended need for utilization of the College resource(s), and the anticipated value of the material(s) generated using the item(s) specified. The President shall, within thirty (30) calendar days following the submission of the written petition, decide and notify in writing the student, faculty member, or staff member of the decision, granting or denying the petition.

### **Distribution of Funds**

Funds received by the student, faculty, or staff member from the sale of intellectual property owned by the faculty author or inventor shall be allocated and expended as determined solely by the faculty author or inventor.

Funds received by the College from the sale of intellectual property owned by the College shall be allocated and expended as determined solely by the College.

Funds received by the faculty member and the College from the sale of intellectual property owned jointly by the faculty member and the College shall be allocated and expended in accordance with the specific contractual agreement negotiated for the joint project or "work for hire." If no contract were previously negotiated, then the student, faculty, or staff member shall be entitled to receive 50% of the net profits (any monies received by the employee, as well as the amount received by the college less all college costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the jointly owned materials.

In the event of multiple creators, the creators will determine the allocation of their individual shares when the work is first undertaken.

### **Resolution of Disputes**

Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Faculty Evaluation and Professional Development Committee.

If there is substantive debate about whether or not a work was "for hire" or created through substantial use of the College's resources, the administration or the faculty member may petition the Faculty Evaluation and Professional Development Committee describing the circumstances under which the materials were or will be generated and the circumstances under which the College resources have been or will be utilized, the extent of the utilization and the necessity for the utilization of College resources, and the accurate accounting of the costs of the resources used in the writing, creation, production, or generation of the

copyrightable, patentable, or commercially-valuable materials. The committee shall, within thirty (30) calendar days following the submission of the written description, decide and notify in writing all involved parties.

If the materials are deemed not to have been written, created, produced, or otherwise generated “for hire”, the College shall have no rights as to the materials. In such a case, the College shall relinquish all of its rights to the materials by a written waiver of rights signed by the President of the College or his designated agent.

If, however, the Committee finds that the materials were written, created, produced, or otherwise generated as “works for hire,” the materials shall then become the property of the college according to the terms and conditions of this policy. The student, faculty member, or staff member shall assign appropriate portions of their rights to the College by a written assignment, and in the case of refusal to sign, does, as a condition of employment, appoint the President of the College as their attorney in fact, to execute and assignment on the behalf of the student, faculty member, or staff member in accordance with the terms of this policy. The student, faculty, or staff member, upon such assignment of rights, shall be entitled to receive 50% of the net profits (the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the materials.

If the Faculty Evaluation and Professional Development Committee determines that the work was generated through the substantial use of College resources but that there are mitigating circumstances that the Committee believes should cause a reduction in the College’s share of revenues, the Committee shall make such recommendation to the President, who shall make the final decision within thirty (30) calendar days.

In addition to making an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights, the Committee shall also decide on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own. Finally, if the inventors/creators disagree with the determination of the committee they may appeal to binding arbitration. The cost of the arbitration shall be borne equally by the College and the creator(s).

The Committee will review the merits of inventions and other creations and make recommendations for the management of the invention, including development, patenting, and exploitation.

The Committee shall also serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

### **Length of Agreement**

The faculty creator(s) of any work assigned to the College hereunder shall receive appropriate attribution in any commercial exploitation of the work.

The College has determined that for its purposes only when the College has obtained rights of whatsoever kind or nature in the copyrightable, patentable, or commercially valuable materials which have been written, created, produced, or otherwise generated by a student, faculty member, or staff member, the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable, or commercially-valuable materials:

- For a minimum of seven (7) calendar years from the date of assignment;
- Until such time as the College has recovered all the expenses and costs attributable to the writing, creation, production, generation, and/or exploitation of the materials;
- For so long as the student, faculty member, or staff member is a student or an employee of the college plus an additional seven (7) calendar years from the calendar date of the cessation of student status or employment for whatever reason; and
- For the life of the copyright or patent.

### **Maintenance Request Procedures**

Emergencies can be called at 919-497-3276, 8 am-4 pm, Monday-Friday, followed by an email to the Physical Plant Administrative Assistant.

### **Requests & Work Orders**

All non-emergency maintenance work order requests should be submitted through Asset Essentials. If you have a college desktop, the work order icon will be displayed on your home page. Asset Essentials is a single source sign-on. You will use your same college Google credentials to log in to Asset Essentials. The Assets Essentials app can also be downloaded to a mobile device.

Direct Asset Essentials link: <https://assetessentials.dudesolutions.com/LouisburgCollege/>



## **After Hours Emergencies – Definition of emergency**

Any item that would directly affect the long-term condition, safety, or integrity of the property of Louisburg College if not addressed immediately.

Any item that adversely affects the stability, security, or safety of the quality of life of the residential students is not addressed immediately.

For after-hours emergencies, call Campus Safety at 919-497-3400. Campus Safety, Cafeteria Staff, and Student Life Staff also have a list of “on-call” Maintenance Technicians, a monthly on-call calendar, and pertinent contact information.

## **Housekeeping**

Send all housekeeping requests to: [hk@louisburg.edu](mailto:hk@louisburg.edu)

Maintenance and housekeeping work order requests should include as much detailed information as possible about the request such as building name, room number, location inside buildings, etc. Status communications are updated through college email or the assets essential app. If you are experiencing issues with creating a work order please call 919-497-3276 or email the Physical Plant Administrative Assistant.

## **Mail & Office Services**

The Manager of Campus Store and Office Services provides the following services:

- office supplies
- copier services
- mailroom services (students, faculty & staff)
- packages (UPS, FedEx, USPS, and Priority Mail Options available)
- assistance with large mailings
- copying
- collating
- folding
- stuffing
- sealing
- mailing

For a full description of services provided, an Office Services Guidebook is available from the Manager of Campus Store and Office Services.

The Post Office is located in Jordan Student Center.

## **Section 5 – Academics**

### **Faculty**

According to the Louisburg College Bylaws (Amended April 21, 2022), ARTICLE XX, the College faculty shall be composed of (a) the President of the College and such other officers designated by the President as are primarily responsible for instruction and research; (b) all persons of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded; and (c) members of the faculty EMERITI.

#### **Definition of Full-time Faculty**

- Have been accorded faculty status and rank by the President.
- Have been designated as having full-time faculty status.
- Primarily responsible for teaching courses in the programs offered by the College
- Are responsible for providing effective, quality instruction
- Usually teach thirty credit hours per academic year (fall and spring semesters). If a faculty member does not meet his or her teaching load during the fall and spring semesters, he or she must meet their responsibilities by teaching in the summer.
- May serve in an academic leadership role to meet their responsibilities to the College. These roles include but are not limited to: Executive Director of an academic division, coordinator of an academic department, or coordinator of a program or academic support service.

#### **Faculty Rank**

Faculty at Louisburg College hold the rank Instructor, Assistant Professor, Associate Professor, and Professor. The minimum standards for full-time faculty rank (including coaching faculty) are as follows:

- Instructors must hold a Master's degree with 18 graduate credits in the discipline that they teach.
- Assistant Professors must hold a Doctorate or meet the criteria of an Instructor and have obtained twelve semester hours beyond that requirement with four years of service.
- Associate Professors must hold a Doctorate with four years of service or meet the criteria of an Assistant Professor and have obtained six semester hours beyond that requirement with eight years of service.
- Professors must hold a Doctorate with eight years of service or meet the criteria of an Associate Professor and have eighteen semester hours beyond that requirement with twelve years of service.

Years of service are defined as years in which the faculty served as full-time faculty members at any college or university as well as in K-12 educational environments.

### **Definition of Part-time Instructors**

- Only employed in Academic Life
- Teach up to 12 credits per semester, 27 clock hours (2.25 clock hours x number of credit hours)
  - Do not advise students
  - Do not receive welfare benefits such as medical, dental, life, and disability coverage
  - Are not responsible for performing other daily and weekly duties otherwise assigned to full-time faculty
  - Are supervised by the Executive Director of the division

### **Full-time Faculty Policy**

Full-time instructional employees who have been assigned faculty status and rank (beginning with instructor) by the President. They have been designated as having full-time status.

At Louisburg, the faculty are full-time instructional faculty and coaching faculty who are also full-time employees. Coaching faculty serve the Health and Physical Education Department in the Division of Mathematics, Science, and Health. All other full-time instructional employees:

- Teach at least 15 credits per semester, 30 credits per year
- Advise students
- Support the mission of Louisburg College
- Are non-tenured faculty (as of January 25, 2001)
- Provide active support for all planning, retention, accreditation, and assessment tasks.
- Participate in scheduled campus faculty development opportunities and workshops (including Quality Enhancement Plan related and non-Quality Enhancement Plan related). The QEP requires:
  - participation in several full-day, on-campus professional development sessions each year;
  - regular engagement with QEP programs throughout the academic year.
- Support academic governance by serving on College committees and task forces.
- Remain engaged in the campus community by supporting academic events, athletic events, convocations, faculty meetings, and the College's chapel program.
- Faculty may also be required to attend other academic events, at the request of the Vice President for Academic Life. If the faculty member is unable to attend a required event, he/she must contact the Vice President for Academic Life to discuss the circumstances of the absence in advance.
- Support student recruitment and orientation events.

- Maintain effective communication with the College via the Vice President of Academic Life. During the academic year and summer, the official form of communication between the College and the faculty is via campus e-mail and so it is important for the faculty to check and respond to their College e-mail frequently.
- Spend at least 30 hours each week on campus involved in providing effective, relevant instruction and performing other College responsibilities, including 10 hours each week on campus providing office hours to students. Office hours should occur when classes are in session during each of the five days of the workweek for the full duration of each semester. Faculty must post office hours on their door and schedule them at times when students can reasonably make use of them. Faculty can be approved by the Vice President of Academic Life to provide at least 4 virtual office hours each week to students. Each faculty member must teach at least one course each of the five days of the workweek with at least one class taught in the morning and one class taught in the afternoon each day.
- Faculty members must provide written syllabi to students on the first day of class of each term involving the policies regarding course requirements, grading policies, attendance policies, name of division chair, and other relevant information pertaining to instructional matters. The syllabi and final exam for each course must be sent to the Office of Academic Life.
- Faculty are expected to respond to student emails within 48 hours of receipt.
- The Faculty shall not have the right to make any contract or commitments for or on behalf of the College without the express or written authorization of the College.
- As full-time employees, faculty are also eligible to receive benefits including, but not limited to medical, dental, vision, life and disability benefits
- Faculty are also eligible to participate (make contributions) in the retirement plan.