



# ***STAFF GUIDELINES***

***CLAFLIN UNIVERSITY***

***ORANGEBURG, SOUTH CAROLINA***

***Revised 2006***

## **TINGLEY MEMORIAL HALL**

**Tingley Memorial Hall (front cover) is the main administration building for Claflin University. It was erected in 1908 through the generous donation of Mr. Samuel Herbert Tingley of Providence, Rhode Island, in memory of his wife, Mrs. Adella Malvina Tingley.**

**The Building was designed by William Wilson Cooke, a Claflin University alumnus and instructor who became the first black architect to work in the federal government's Supervising Architect's Office.**

**The historic three-story brick building has a picturesque architectural design that defines its turn-of-the-century era and presence on the campus. The President's Office, student services divisions, fiscal operational units, and other administrative departments are located in Tingley Memorial Hall. The building is on Magnolia Avenue and is centrally situated to serve the students and the general public.**

***STAFF GUIDELINES***  
***OF***  
***CLAFLIN UNIVERSITY***  
**(THIS IS NOT A CONTRACT)**



**2006**

**MOTTO: “As ye would that men should do to you, do ye also to them likewise.”**

## **TABLE OF CONTENTS**

<b>Staff Guidelines</b>	<b>1</b>
<b>History of Claflin University</b>	<b>2</b>
<b>University Mission Statement</b>	<b>4</b>
<b>University Vision Statement</b>	<b>4</b>
<b>University Guiding Principles</b>	<b>5</b>
<b>Equal Employment Opportunity Statement</b>	<b>5</b>
<b>Compliance With Federal Regulations</b>	<b>6</b>
<b>General Administrative Officers</b>	<b>7</b>
<b>Confidential Information Statement</b>	<b>11</b>
<b>Confidentiality Agreement</b>	<b>11</b>
<b>Purpose</b>	<b>12</b>
<b>Objectives</b>	<b>12</b>
<b>Definition of Staff Personnel</b>	<b>12</b>
<b>Administration of Staff Personnel Policies</b>	<b>12</b>
<b>Employment Guidelines</b>	<b>13</b>
• <b>Selection and Hiring</b>	<b>13</b>
• <b>Recruitment</b>	<b>13</b>
• <b>Job Posting</b>	<b>13</b>
• <b>Receipt of Applications</b>	<b>14</b>
• <b>Screening of Applications</b>	<b>14</b>
• <b>Interview Process</b>	<b>14</b>
• <b>Testing</b>	<b>14</b>
• <b>Background Checks and Mandates</b>	<b>14</b>
<b>Personnel Orientation</b>	<b>15</b>
• <b>Types of Benefits</b>	<b>16</b>
• <b>Responsibility of New Employee</b>	<b>17</b>

<b>Employment Categories</b>	<b>17</b>
• <b>Employment Contract or Hourly Letter</b>	<b>17</b>
• <b>Full-Time Employment</b>	<b>18</b>
• <b>Part-Time Employment</b>	<b>18</b>
• <b>Temporary Employment</b>	<b>18</b>
• <b>Overtime Compensation for Non-Exempt Employees</b>	<b>18</b>
• <b>Determination of Exemption Status</b>	<b>18</b>
• <b>Exempt Employee</b>	<b>19</b>
• <b>Non-Exempt Employee</b>	<b>19</b>
<b>Conditions of Employment</b>	<b>19</b>
• <b>Hours of Work</b>	<b>19</b>
• <b>Summer Flexible Working Hours</b>	<b>19</b>
• <b>Reporting to Work</b>	<b>20</b>
• <b>Attendance</b>	<b>20</b>
• <b>Probationary Period</b>	<b>20</b>
• <b>External Employment</b>	<b>20</b>
• <b>Performance Evaluations</b>	<b>21</b>
• <b>Promotions and Transfers</b>	<b>21</b>
• <b>Classification</b>	<b>21</b>
<b>Compensation</b>	<b>22</b>
• <b>Wages and Salaries</b>	<b>22</b>
• <b>Pay Schedule</b>	<b>22</b>
• <b>Payroll Deduction</b>	<b>22</b>
• <b>Salary Increases</b>	<b>22</b>
• <b>Promotion</b>	<b>23</b>
• <b>Demotion</b>	<b>23</b>
• <b>Lateral Transfer</b>	<b>23</b>
<b>Debt Collection and Recovery</b>	<b>23</b>
<b>Leaves of Absence</b>	<b>24</b>
• <b>Vacation Leave</b>	<b>24</b>
• <b>Sick Leave</b>	<b>26</b>
• <b>Family and Medical Leave Act (FMLA)</b>	<b>27</b>
• <b>Leave Without Pay for Disability</b>	<b>30</b>
• <b>Military Leave of Absence</b>	<b>30</b>
• <b>Leave to Provide School and Community Service</b>	<b>31</b>
• <b>Leave to Donate Bone Marrow or Organs</b>	<b>31</b>
• <b>Bereavement Leave</b>	<b>31</b>
• <b>Personal Leave of Absence Without Pay</b>	<b>31</b>
• <b>Leave of Absence from Work</b>	<b>32</b>
• <b>Jury Duty</b>	<b>32</b>
• <b>Elections</b>	<b>32</b>

•	Leave for Study	32
•	Employees Taking Classes and Attending Professional Meetings	32
•	Closings/Inclement Weather/Emergencies	33
	<b>Holiday Observances</b>	<b>33</b>
	<b>Employee Benefits</b>	<b>34</b>
•	Group Insurance	34
•	Retirement Plans	34
•	Workers' Compensation	34
•	Educational Assistance	35
•	Health Services	36
	<b>Nepotism</b>	<b>36</b>
	<b>Conflict of Interest</b>	<b>36</b>
	<b>Employee Relations</b>	<b>37</b>
•	Personal Conduct	37
•	Personal Appearance	37
•	Exit Interview	37
	<b>No-Harassment Policy</b>	<b>38</b>
	<b>Sexual Harassment</b>	<b>38</b>
	<b>Harassment Based on Race, Color, National Origin, Age, Disability or Religion</b>	<b>39</b>
	<b>Reporting Harassment</b>	<b>39</b>
	<b>Commitment to an Effective No-Harassment Policy</b>	<b>40</b>
	<b>Standards of Conduct/Disciplinary Action</b>	<b>40</b>
	<b>Termination/Separation of Employment</b>	<b>41</b>
•	Grounds of Termination	41
•	Procedures for Termination	41
•	Procedures for Separation	41
	<b>Miscellaneous Guidelines</b>	
•	Public Safety and Emergency Telephone Numbers	42
•	Work Place Safety	42
•	Telephone, Internet Access, and Computer Utilization	42
•	Use and Care of University Equipment	43
•	Keys	43
•	Solicitation	43

•	<b>Bulletin Boards</b>	<b>43</b>
•	<b>Lost and Found</b>	<b>43</b>
•	<b>Use of University Buildings</b>	<b>44</b>
•	<b>Staff Members as Advisors</b>	<b>44</b>
•	<b>Identification Cards</b>	<b>44</b>
•	<b>Salvage Material</b>	<b>44</b>
•	<b>Parking Rules and Regulations</b>	<b>44</b>
•	<b>Personal Information (Name, Address and Telephone Number Change)</b>	<b>45</b>
•	<b>Telephone</b>	<b>45</b>
•	<b>Mail</b>	<b>45</b>
	<b>Conclusion</b>	<b>45</b>
	<b>President's Cabinet</b>	<b>46</b>
	<b>Colors</b>	<b>46</b>
	<b>Staff Guidelines Committee</b>	<b>46</b>
	<b>Acknowledgement of Receipt and Understanding of Staff Guidelines and No Harassment Policy</b>	<b>47</b>

**STAFF GUIDELINES**  
**(THIS IS NOT A CONTRACT)**

**THESE GUIDELINES CONTAIN INFORMATION ABOUT YOUR EMPLOYMENT WITH CLAFLIN UNIVERSITY. THEY HAVE BEEN PREPARED AS A GUIDE AND REFERENCE ONLY. THESE GUIDELINES ARE NOT A CONTRACT, EITHER EXPRESSED OR IMPLIED.**

**THE UNIVERSITY RESERVES THE RIGHT TO REVISE, DISCONTINUE, SUSPEND, OR MODIFY ANY OR ALL OF THE POLICIES CONTAINED IN THESE GUIDELINES AT ANY TIME AND AT ITS SOLE DISCRETION. THE UNIVERSITY'S POLICY OF EMPLOYMENT AT-WILL MAY BE MODIFIED ONLY BY A FORMAL CONTRACT SIGNED BY BOTH THE EMPLOYEE AND THE UNIVERSITY PRESIDENT, EVIDENCING THE UNIVERSITY'S INTENT TO ENTER INTO A CONTRACT OF EMPLOYMENT. THE UNIVERSITY HAS THE RIGHT TO TERMINATE AN AT-WILL EMPLOYEE AT ANY TIME AND FOR ANY REASON OR FOR NO REASON WITH OR WITHOUT NOTICE. AT-WILL EMPLOYEES HAVE THE RIGHT TO TERMINATE THEIR EMPLOYMENT AT ANY TIME FOR ANY REASON OR FOR NO REASON WITH OR WITHOUT NOTICE.**

**NO ONE EXCEPT THE UNIVERSITY PRESIDENT HAS THE AUTHORITY TO BIND CLAFLIN UNIVERSITY TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY EMPLOYEE, EITHER VERBALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN CLAFLIN UNIVERSITY AND ANY EMPLOYEE MUST BE IN WRITING AND SIGNED BY THE PRESIDENT.**

**CLAFLIN UNIVERSITY OBEYS THE APPLICABLE FEDERAL STATUTES GOVERNING AN INDEPENDENT, LIBERAL ARTS, CO-EDUCATIONAL, HISTORICALLY BLACK INSTITUTION OF HIGHER EDUCATION THAT IS AFFILIATED WITH THE UNITED METHODIST CHURCH.**

**THESE GUIDELINES SUPERSEDE ALL PREVIOUS STAFF HANDBOOKS, POLICIES, PROCEDURES, AND GUIDELINES ISSUED BY CLAFLIN UNIVERSITY.**

**I have been informed that the Claflin University Staff Guidelines are on-line ([www.claflin.edu](http://www.claflin.edu)) and I am responsible for reading the guidelines.**

---

**NAME (print)**

**SIGNATURE**

**DATE**



# **HISTORY OF CLAFLIN UNIVERSITY**

## **The Oldest Historically Black College or University in South Carolina**

Claflin was founded in 1869 by Methodist missionaries to prepare freed slaves to take their rightful places as full American citizens. The University takes its name from two Methodist churchmen, Massachusetts Governor William Claflin and his father, Boston philanthropist Lee Claflin, who provided a large part of the funds to purchase the campus.

Dr. Alonzo Webster, a minister and educator from Vermont and a member of Claflin's Board of Trustees, secured Claflin's charter in 1869. The charter forbids discrimination of any sort among faculty, staff and students, making Claflin the first South Carolina university open to all students regardless of race, class or gender.

Claflin opened its doors with Dr. Webster as its first president. He came to South Carolina to teach at the Baker Biblical Institute in Charleston, an institution established by the S.C. Mission Conference of 1866 of the Methodist Episcopal Church for the education of African American ministers. In 1870 the Baker Biblical Institute merged with Claflin University. An act by the South Carolina General Assembly on March 12, 1872, designated the South Carolina State Agricultural and Mechanical Institute as a part of Claflin University. In 1896 the S.C. General Assembly passed an act of separation which severed the State Agricultural and Mechanical Institute from Claflin University and established a separate institution which eventually became South Carolina State University.

Since the administration of Dr. Webster, Claflin has been served by seven presidents: Dr. Edward Cooke (1872-1884); Dr. Lewis M. Dunton (1884-1922); Dr. Joseph B. Randolph (1922-1944); Dr. John J. Seabrook (1945-1955); Dr. Hubert V. Manning (1956-1984); Dr. Oscar A. Rogers, Jr. (1984-1994); and Dr. Henry N. Tisdale (1994-present).

Dr. Cooke left the presidency of Lawrence College to become the second president of Claflin. During his administration, a disastrous fire destroyed the Fisk Building, a proud monument designed by Robert Bates, recognized as the first certified Black architect in the United States. In 1879 the first college class was graduated.

The Reverend Dr. Dunton, former vice president and development officer, was Claflin's third president. Dr. Dunton, a graduate of Syracuse University, was a practical educator. Under his administration, the law department was set up under the Honorable J. J. Wright, a former Associate Justice of the S.C. Supreme Court; graduates were admitted to the South Carolina Bar; Claflin's property increased from six to 21 acres. After his retirement, Dr. Dunton deeded his personal home and six acres of land to Claflin.

Dr. Randolph, Claflin's fourth president, was the former president of Samuel Houston College and former dean of Wiley College. As a professional educator, he placed emphasis on a complete liberal arts education for the students who were inspired intellectually, culturally, and spiritually to launch into varied fields. The high school and upper grades were discontinued, but

the first four elementary grades were retained for the teacher education program; this part of the program was later discontinued.

Dr. Seabrook, director of Morgan Christian Center, Baltimore, Maryland, became the fifth president of Claflin. Dr. Seabrook persuaded the South Carolina Annual Conference to increase substantially its annual giving to Claflin. Furthermore, he revitalized the interest of the New England Conference of the Methodist Church in the institution. The endowment was increased, and the curriculum was expanded. The college received its first accreditation by the Southern Association of Colleges and Schools in 1948.

Dr. Manning was appointed Claflin's sixth president. He was a Methodist minister and former associate professor at Claflin. Under Dr. Manning's leadership, the faculty was strengthened, the endowment increased and the physical plant was significantly expanded.

Dr. Rogers, former dean of the Graduate School at Jackson State University, became Claflin's seventh president. Under his administration, the enrollment and endowment increased, the Grace Thomas Kennedy building was constructed, the financial base of the college improved, and two capital campaigns were completed. Dr. Rogers also commissioned a master plan to guide campus development into the 21st century.

Dr. Tisdale, Claflin's eighth and current president, was former senior vice president and chief academic officer at Delaware State University. Dr. Tisdale brought a wealth of scholarly achievement and demonstrated leadership to the University. He declared academic excellence the number one priority for Claflin. The first steps, designed to enhance the academic environment, included the establishment of the Claflin Honors College and the Center for Excellence in Science and Mathematics, and the national accreditation of more than a dozen academic programs. Graduate programs established include the Master of Business Administration, the Master of Science in Biotechnology, and the Master of Education. Facilities enhancements include construction of the Living and Learning Center, Legacy Plaza, the Student Residential Center, the Music Center, and the new University Chapel. Claflin University is now recognized as one of the premier liberal arts institutions in the nation.

## **THE CLAFLIN UNIVERSITY MISSION STATEMENT**

Claflin University is an independent, co-educational, historically Black institution that is affiliated with the United Methodist Church. It is dedicated to educational excellence, and to the preparation of students without regard to gender, race, religion or ethnic origin. It is committed to offering quality undergraduate programs, select graduate programs, and viable continuing education opportunities.

At the undergraduate level, the University ensures that students receive a liberal arts education that is designed to produce graduates who understand themselves, as well as historical and social forces that impact the world. Their academic experiences will include an understanding of religious and aesthetic values in a universal context and a thorough grounding in their chosen discipline. Their education will incorporate the use of technology exposure to recent scientific developments, and inculcate critical thinking and communication skills in order to prepare them for leadership and service in a global and multicultural society.

At the graduate level, students are provided instruction to enhance the analytical and comprehensive research acumen necessary for professional growth and leadership. Continuing education programs create avenues for students to complete their educational objectives and develop skills necessary for contribution to professional and personal fulfillment.

Undergirding the Mission is the University's commitment to excellence in all its endeavors.

## **THE CLAFLIN UNIVERSITY VISION**

Claflin University will be recognized as one of the premier liberal arts institutions in the United States also offering select graduate programs. To that end, the University commits to a concept of excellence in teaching, research, creative expression and service in which students, faculty, staff and administrators drive the quality of education opportunities toward being the best of the best.

## **THE CLAFLIN UNIVERSITY GUIDING PRINCIPLES**

At the center of everything is a system of values which informs and guides all policies and programs. These values expressed through decisions and actions are defined by five overarching guiding principles:

- Commitment to Excellence
- Commitment to Valuing People
- Commitment to Being Customer Focused
- Commitment to Quality Educational Programs
- Commitment to Financial Responsibility

"While practices are situationally specific, principles are deep, fundamental truths that have universal application. When these truths are internalized into habits, they empower people to create a wide variety of practices to deal with different situations."

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

It is the policy of Claflin University to provide equal employment opportunities and reasonable accommodation to all employees and job applicants regardless of race, color, religion, sex, age, marital status, national origin, political affiliation, disability, veteran status, or other legally protected status in accordance with applicable federal and state laws.

The University's policy of equal employment opportunity and nondiscrimination includes, but is not limited to, recruitment, employment, advancement and promotion, training and development, termination, working conditions, compensation, benefits administration, and other terms and conditions of employment.

This policy prohibits any and all harassment on the basis of sex, pregnancy, race, age, disability, or on the basis of any other protected classes. This policy prohibits sexual harassment including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment in any form is a serious offense and will not be tolerated by the University. The University's policies on Equal Employment Opportunity and Harassment are set forth in the Policies and Procedures Manual and the Staff Guidelines.

## **COMPLIANCE WITH FEDERAL REGULATIONS**

Claflin University is an equal opportunity employer. The University complies with federal and state equal employment opportunity laws and strives to maintain a workplace that is free from all forms of unlawful harassment. The University will not discriminate against any applicant or employee because of race, color, religion, national origin, political affiliation, sex, age, or disability. Claflin University offers equal opportunity in its employment, admissions, educational activities, and all other personnel actions in compliance with all applicable civil rights laws, federal regulations, and other requirements, including those set forth below:

### **Title VI of the Civil Rights Act of 1964**

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

### **Title VII of the Civil Rights Act of 1964**

Claflin University is an equal opportunity employer and does not discriminate on the basis of any grounds prohibited under Title VII of the Civil Rights Act of 1964, including race, color, sex, national origin or religion.

### **Title IX of the Education Amendments of 1972**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Section 504 of the Rehabilitation Act of 1973**

“No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

### **Section 303 of the Age Discrimination Act of 1975**

“No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

### **The Americans with Disabilities Act (ADA)**

Claflin University does not discriminate on the basis of disability as prohibited by the Americans with Disabilities Act.

### **Family and Medical Leave Act of 1993 (FMLA)**

Claflin University provides up to twelve (12) weeks of unpaid leave in a twelve (12) month period for eligible employees under the Family and Medical Leave Act of 1993.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

The Department of Labor has issued regulations on the Uniformed Services Employment and Reemployment Rights Act. This federal law protects the employment and reemployment rights and benefits of service members upon their return to the civilian workforce. It further protects against discrimination and retaliation of service members when they return to the civilian workforce.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. Employees with access to student records, including financial information, must remain in compliance with the FERPA privacy and security regulations.

### **General Administrative Officers**

Claflin University is governed by a corporate administrative structure. The basic duties are described below. In addition to these duties and responsibilities, each administrative officer is expected to perform other related duties as assigned.

### **The Board of Trustees**

The Board of Trustees of Claflin University, within the limits of the University Charter provisions, has final authority for University policies and regulations, including:

- Setting general policies for the operation of the University
- Appointing the University president
- Approving the annual budget and requests for capital improvement
- Approving the basic University curriculum
- Approving basic admission and graduation requirements
- Approving students' fees, upon the recommendation of the president
- Regulating the length of the academic year
- Approving faculty appointment, promotion, tenure and dismissal policies

## **The President**

The President is the chief executive officer of the University and is responsible to the Board of Trustees for the proper execution of all policies, regulations, and general direction of the University. He/she is responsible to the Board of Trustees for the following:

- Establishing an administrative organization that assures a reasonably satisfactory and successful administration and proper supervision of all departments and areas of operation of the University
- Providing an atmosphere of excellence in learning and high quality performance through professional leadership
- Making a continuous analysis of University needs, physical facilities, and programs
- Recommending faculty for promotion, tenure and sabbatical leave to the Board of Trustees
- Supervising the preparation of the University budget and all expenditures
- Maintaining public relations with state, city, and county school officials, the Claflin University Alumni Association, accrediting associations, and the general public

## **The Executive Vice President**

The Executive Vice President has responsibility for representing the President with external and internal groups, working in conjunction with Vice Presidents and others reporting directly to the President to resolve problems impacting the Office of the President, supervising the Office of Human Resources, preparing documents and reports produced and issued by the Office of the President, coordinating the management of correspondence for the Office of the President, coordinating and serving as budget executive for the Office of the President and represents and acts on behalf of the President in every aspect as may be delegated in fulfilling the responsibilities of the Office of the President. In the absence of the President, the Executive Vice President becomes the chief executive officer for Claflin University.

## **Vice President for Academic Affairs**

The Vice President for Academic Affairs is [the](#) Chief Academic Officer of the University and has responsibility for all academic affairs. This responsibility includes the University's schools, departments, other academic support units, faculty and students. This individual is responsible for the implementation of actions relating to educational policies and academic appointees. He/she shall be responsible for actions taken by the faculty and presides at faculty meetings. This officer reports to and is responsible to the President.

## **The Vice President for Institutional Advancement**

The Vice President for Institutional Advancement is directly responsible to the President of the University and has primary responsibility for the initiation and implementation of fund-raising activities for the University. This individual also has responsibility for the coordination of such fund-raising programs as the annual fund, alumni giving, major gifts, planned giving, corporate, foundation, and special projects. This individual also provides administrative supervision for the offices of Public Relations and Alumni Relations.

## **The Vice President for Fiscal Affairs**

The Vice President for Fiscal Affairs is responsible to the President of the University. He/she provides leadership, fiscal management and oversight of financial affairs and resources of the University. Responsible areas of leadership include: Accounting Services, Student Accounts, Purchasing, Payroll, Investments, Budget and Systems Coordination, Risk Management, Physical Plant, Book Store, and Auxiliary Services. The Vice President oversees preparation and the administration of the University's operating budget; regulatory compliance and operational effectiveness; and development of strategies for forecasting expenditures, revenues, and allocation of resources.

## **The Vice President for Student Development and Services**

The Vice President for Student Development and Services is responsible to the President for the general administration and coordination of student development, relevant support services, functions, and personnel. He/she is expected to contribute significantly to the advancement of the University and the students. Responsible areas of leadership and oversight include: Career Development Center, Counseling, Health Center, Educational Equity Programs and Services, Information and Academic Support Center, Office of Student Life, Student Government Association, Student Financial Aid, Freshman College, Department of Public Safety, Religious Life, and Residential Life.

## **The Vice President for Planning, Assessment and Information Services**

The Vice President for Planning, Assessment and Information Services is responsible to the President of the University. This individual is responsible for coordinating long range planning; directing Institutional Research, Planning and Assessment; providing statistical data and information for Presidential Reports including Board Reports; developing and applying measures to evaluate the effectiveness of programs campus-wide; monitoring and reviewing regular assessment processes for programs and functions campus-wide; monitoring effectiveness of University standing committees; monitoring all accrediting initiatives campus-wide with respect to institutional effectiveness and compliance; serving as clearing house for all external surveys and reports; developing and implementing the University Testing Program; leading technology planning and implementation as a core competency in all areas including instruction, student services, management, and communication; coordinating annual reports campus-wide and preparing the President's Annual Report.



## **The President's Cabinet**

Chair: The President  
Membership: Executive Vice President  
Vice Presidents  
Administrative Assistant to the President

**Purpose:** The President's Cabinet is expected to lead the cultural change necessary to move the University to its future state of even greater excellence. Serving as an effective and dependable communications hub for the University, the Cabinet maintains a balance between people's needs and institutional needs. The Cabinet also assures that systems, processes and structures are in place to continuously assess the Institution's effectiveness in meeting accreditation commitments and compliance measures. The members of the Cabinet lead strategic planning efforts for the University and serve as conduits between the University and the world.

## **Administrative Conference**

Chair: President  
Membership: President's Cabinet  
Middle Managers  
SGA President

**Purpose:** The Administrative Conference is a forum for coordinating University activities which have a broad focus and impact. This body is used as a vehicle to communicate throughout the institution items discussed in the Administrative Conference meetings that are of interest to the University family. In addition, it is a source of input (sounding board) for people seeking guidance and direction.

## CONFIDENTIAL INFORMATION AND EXTERNAL COMMUNICATIONS

How Claflin University is perceived is a direct result of the external communications activities carried out by our employees. It is important that the messages we communicate are consistent with University policies, procedures and guidelines.

University personnel should not discuss internal matters or developments with anyone outside or within the University, except as required in the performance of regular job duties.

Anyone who is unsure as to what information is confidential should consult with a supervisor. Outside inquiries regarding University business should be referred to the President's Office.

## CONFIDENTIALITY AGREEMENT

Each employee will be asked during the orientation session to sign the following Agreement of Confidentiality Statement that will be maintained in his or her personnel file in the Office of Human Resources:

*As a condition of employment, I understand that I will periodically be engaged in work or projects that are confidential. Because I may have access to or control over various documents, I hereby agree that I will not in any manner reveal or divulge information to anyone who does not have a need to know in order to perform his or her duties, or to any person outside the University, during or after my term of employment. This information includes, but is not limited to, personnel or student related issues, University actions and organizational decisions, and other personal and private matters.*

**I have carefully read and will comply with this Agreement of Confidentiality.**

NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

## **PURPOSE**

The purpose of the Staff Guidelines is to serve as a guide and to define and promulgate pertinent information concerning employment with Claflin University.

These guidelines have been established and are designed to provide employees with applicable policies, procedures, guidelines and information about their benefits and employment with the University. The rights and benefits of employees are set forth in the Claflin University Policies and Procedures Manual and administered by the University. The Policies and Procedures Manual is available for review, on-line, and in the Office of Human Resources.

## **OBJECTIVES**

The objectives of the employment guidelines are as follows:

- To establish a set of guidelines for staff personnel (some guidelines are applicable to faculty)
- To provide staff personnel with employment policies and procedures
- To inform staff personnel of the services and opportunities available at Claflin University
- To inform staff personnel of their responsibilities as employees of Claflin University

## **DEFINITION OF STAFF PERSONNEL**

Staff personnel include all employees with the exception of teaching faculty and administrative personnel with faculty rank.

## **ADMINISTRATION OF STAFF PERSONNEL POLICIES**

Staff personnel policies will be administered in accordance with the University's chain of command.

## **EMPLOYMENT GUIDELINES**

- **Selection and Hiring**

To fill positions that have been vacated or new positions that have been created, the University will utilize the recruitment and hiring process. Upon conclusion of the required steps as outlined in these guidelines and the Policy on Selection and Hiring, candidates will be recommended to the President for employment. The President is responsible for approving all hiring recommendations for the University. Employment will be in accordance with policies, procedures and guidelines developed and distributed by the Office of Human Resources, in conjunction with the President's Office.

- **Recruitment**

Applications received by the deadline date or interviewing date must be included in the pool of candidates to be given consideration for the specific vacant position. All recruited positions are advertised for a minimum of five working days.

The interviewing date will be utilized for certain recruited positions. The job announcement for positions without a deadline date will state that the position will be "open until filled." The University will continue to accept applications until the Office of Human Resources refers the candidates who have been selected for interviews to the hiring supervisor. The hiring supervisor will be responsible for scheduling the employment interviews and keeping the Office of Human Resources updated on the progress of the interviews and/or selections. Applications will continue to be accepted at the supervisor's request to increase the pool of candidates or if the interview process will be delayed.

All positions may not be advertised. If the same or similar position becomes vacant within six months or less of the last recruitment date, the position will not be required to be re-advertised and qualified applicants may be selected from the initial pool of candidates.

- **Job Posting**

All positions recruited must be advertised for a minimum of five consecutive workdays. The closing date will be specified in the Career Opportunity Announcement and all applications received by the closing date must be considered. Applications received after the closing date will not be considered.

Job announcements are posted and copies are available in the Office of Human Resources and on the Claflin University web site. Positions that are difficult to fill may be posted in newspapers and other professional periodicals. The job announcement should provide prospective candidates with the position duties and responsibilities, minimum qualification requirements, job preferences, and any other essential aspects of the position.

- **Receipt of Applications**

All of the applications received by the deadline date or interviewing date must be considered and included in the screening process. Applications received after the closing date will be identified as having been received late and will be retained in the recruitment folder for recordkeeping purposes only.

- **Screening of Applications**

All of the applications received by the deadline date or interviewing date must be reviewed and screened. To determine which applicants will be selected for the employment interviews, the Office of Human Resources will utilize the Candidate Screening Form to select the most qualified applicants for staff positions. The Chair or designee of the faculty search committee may utilize the Candidate Screening Form or use an alternate screening method to select the most qualified applicants for faculty positions. The screening criteria will be established based upon the qualifications identified on the Career Opportunity Announcement and will be compared to the applicants' knowledge, skills, and abilities as described on the employment application.

For specialty staff positions, the Office of Human Resources may collaborate with the hiring supervisor or chair of the search committee to provide assistance with the candidate screening process.

- **Interview Process**

Interviews are a required step in the selection process. Applicants are interviewed to determine their qualifications for the recruited position. The supervisor or selection panel will develop a set of interview questions in compliance with EEO standards. Emphasis will be placed on the applicant's knowledge, skills, abilities, employment history, educational background, work experience, and training as they relate to the particular position recruited to be filled. A selection panel may be used for the interviewing and selection process.

- **Testing**

Applicants may be administered a pre-employment test to evaluate the candidate's written and/or oral communications, keyboarding, and/or computer skills as they relate to the actual skills and abilities needed to perform the duties and responsibilities of the particular position. Job related performance tests may also be given to applicants seeking employment in the skilled, semi-skilled, and unskilled categories. All tests must be reviewed and should be administered by the Office of Human Resources. All tests will be administered consistently to each applicant and in accordance with applicable laws and regulations.

- **Background Checks and Mandates**

- **References**

The hiring supervisor, human resources professional or designee will check the references of the

final candidate considered for the position with his or her current and/or former employer.

- **Criminal History**

The Office of Human Resources will check Criminal History Convictions on candidates selected for employment in key positions as defined by the appropriate Vice President and approved by the President. Positions identified as **safety-sensitive positions** will require a **fingerprint-based criminal history** check.

- **Credit History**

The Office of Human Resources will conduct Credit History Checks on designated positions that have been identified as eligible for a credit check by the appropriate Vice President and approved by the President.

- **Domestic Violence Conviction**

Pursuant to United States Code, Title 18, section 922(g)(9), anyone who has been convicted of a misdemeanor crime of domestic violence may not possess any firearm or ammunition. The University must ensure that it ascertains information about applicants' convictions for domestic violence before they are employed in positions that require or authorize carrying a firearm.

- **Motor Vehicle Record**

The Office of Human Resources will check the driving record of candidates selected for employment for positions that require the employee to drive a University owned vehicle. The information will be ascertained from the Department of Motor Vehicles to ensure that the applicant has a valid and insurable driver's license.

- **Selective Service System**

Pursuant to the Selective Service System federal requirement, with few exceptions, all male U.S. citizens and male immigrant aliens residing in the U.S. and its territories must register with Selective Service if they are 18 through 25 years of age. Men should register within 30 days of their 18<sup>th</sup> birthday. Not registering is a felony. Young men convicted of failure to register may be fined up to \$250,000, imprisoned for up to five years, or both. In addition to being subject to prosecution, failure to register may cause them to permanently forfeit eligibility for certain benefits.

## **PERSONNEL ORIENTATION**

The employment orientation program's emphasis is to educate new employees on available benefits and services, help them to adjust to the University environment, and assist them in their effort to promote a successful career with Claflin University. It is designed to provide new employees with the following information:

- An inclusive outline of University benefits

- Federal and state laws, regulations, policies, and guidelines
- University policies, procedures and guidelines
- General information and facts about employment with the University

Orientation Sessions for full-time and part-time twelve-month salaried employees are conducted twice a month by the Office of Human Resources. Supervisors should remind and encourage new employees to attend the mandatory orientation session.

All new employees of the University, including employees who are being rehired by the University, are required to participate in the Orientation Program. Based upon the hiring date, employees are notified by human resources professional to attend the next scheduled orientation session.

Supervisors are encouraged to further enhance the orientation process by introducing new employees to administrators and co-workers within their division and to other University personnel with whom they may have to readily interact. They should also inform employees of facilities and services that are immediately available to them.

During the orientation session, new employees will be provided materials to read and forms to complete. Employees are responsible for thoroughly reading the material, keeping it readily accessible for quick reference, and promptly completing and returning the applicable forms to the Office of Human Resources. The forms must be submitted as directed to avoid benefit and/or payroll processing delays.

New employees should immediately direct all questions to the Office of Human Resources to expedite the completion of the orientation process and ensure the effective date and proper coverage of benefits.

### **Types of Benefits**

The University offers the following benefits (not inclusive) to eligible employees:

- Vacation Leave Program
- Sick Leave Program
- Holiday Observances
- Family and Medical Leave Act
- Group Insurance (health, dental, vision, group life/accident insurance)
- Retirement Program (TIAA-CREF) 403b and Supplemental Annuity
- Workers' Compensation
- Short Term and Long Term Disability
- Direct Deposit
- Leave to Donate Bone Marrow or Organs
- Leave to Provide Community Service

**Special Note:** Part-time twelve-month salaried employees are not eligible for group health insurance and short-term and long-term disability.

Other optional benefits include, but may not be limited to:

- Tuition Assistance
- Dependent Tuition Assistance
- Educational Leave
- Prepaid Legal Services

### **Responsibility of New Employee**

- Disclosure of Child Support Inquiries

To conform to the intent of SC Code, all agencies of the State of South Carolina must ask each new employee to disclose whether he or she has an income withholding order to pay child support. If the employee discloses that he or she owes child support that is required to be withheld, the University shall report to the Department of Social Services and begin withholding according to the terms of such order.

- New employees should notify the Office of Human Resources of any status changes, address change, or name change, which may have occurred since the submission of the employment application. It is critical for new employees to notify the Office of Human Resources of changes that may have occurred immediately after submission of their benefit applications and forms. As a general rule, employees should update all personnel information as changes occur. These changes may necessitate prompt action to avoid delay or interruption of important benefits or services.
- The University highly recommends that all employees remain knowledgeable and updated on current policies, benefit changes, enrollment periods, deadline dates, supervisory and staff training, and upcoming events by taking the time to read information circulated by Human Resources and other University Offices. Information is also available on the University web site.

## **EMPLOYMENT CATEGORIES**

Clafin University has three types of employment. An employee is hired as a (1) Contract Employee (2) Hourly Employee (3) or Temporary Employee.

### **Employment Contract or Hourly Letter**

- Contract employees are hired under contracts issued by the President. The contract must state the terms and conditions of employment and include the position, period of contract (usually one year), and salary for the contract period. The contract must be signed by the employee for it to be binding and legal. Most contract employees are eligible to receive University benefits.
- Hourly employees are issued an hourly letter from the President. Hourly employees are hired at an hourly rate of pay and are employed to work for a specific length of time. Hourly



employees work a forty (40) hour work week schedule and are eligible to receive employment benefits and time and a half (overtime compensation) for all work over forty hours.

Because of the nature of University operations, some employees will be required to work during weekends or on a night shift. There will also be times during the year, such as registration, commencement and unexpected emergencies, when some employees will be asked to work extra hours. Supervisors will attempt to organize their work requirements so employees will experience the least interruption possible in their schedules.

### **Full-time Employment**

Full-time employment includes any established position of employment that requires the individual to work forty (40) hours per week.

### **Part-time Employment**

Part-time employment includes any established position of employment that is regularly scheduled in duration and requires the individual to work at least one (1) but not more than thirty-five (35) hours per week.

Part-time twelve-month salaried employees must work at least 20 hours per week but not more than 35 hours per week. These employees are eligible to receive benefits.

### **Temporary Employment**

Employment in a temporary position is for the duration of a specified project (short-term). The employee may or may not be required to work the same amount of time and/or hours each day per week for the duration of the project. Employees in a temporary position may be paid at an hourly rate, pre-determined amount each pay period or the total amount of the contract at the end of the project.

### **Overtime Compensation for Non-Exempt Employees**

Non-exempt employees are eligible for overtime compensation in the form of wages and shall receive such compensation for all hours worked in excess of 40 hours in one workweek. Overtime compensation may not be waived.

### **Determination of Exemption Status**

The Office of Human Resources in consultation with the appropriate Vice President shall be responsible for determining the exempt or non-exempt status of employees pursuant to the provisions of the Fair Labor Standards Act. Employees may be determined to be exempt on an executive, administrative or professional basis as applicable under that Act.

### **Exempt Employee**

Exempt employees are not entitled to minimum wage or overtime because they are exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act.

### **Non-Exempt Employee**

Non-exempt employees are entitled to the minimum wage and overtime pay requirements of the Fair Labor Standards Act.

## **CONDITIONS OF EMPLOYMENT**

### **Hours of Work**

The normal workday consists of eight working hours, 8:00 a.m. to 5:00 p.m. The standard workweek consists of a five-day, Monday through Friday, 40 hours per week schedule. One hour of unpaid lunch time is allowed each working day between the hours of 12:00 p.m. and 2:00 p.m. Fifteen-minute paid breaks are authorized during the morning and afternoon work periods for non-exempt employees. These breaks may not be used to cover any missed time or to extend the lunch period. Supervisors are responsible for approving lunch hours and breaks within institutional guidelines.

The University permits flexible work hours and rotational shifts in order to better meet its varied business needs. In most cases, the flexible schedules and rotational shifts maintain a 40-hour workweek but do not include the standard workday hours. These schedules are utilized when it is necessary to provide accommodations and services to students beyond the standard operating hours.

Alternate work schedules may apply in some cases. For law enforcement personnel, the Fair Labor Standards Act (FLSA) permits arrangements which do not require a 40-hour workweek. In these cases, the calculation of overtime is based on the alternative work cycle.

Supervisors are responsible for confirming the work schedules with new employees at the time they are employed.

### **Summer Flexible Working Hours**

The University offers an alternate work schedule during the summer period. The Summer Flex Schedule will begin on the first full-week of June and end on the last full-week of July. The flexible hours will provide a quality of life benefit that will serve to enhance job satisfaction, help employees to balance the demand of the workplace with personal and family needs, and incorporate the University's commitment to valuing people.

Alternate work schedules/flex time must be conducive to the demands of the department and approved by the immediate supervisor and the appropriate Vice President. The hours must be reported on the Recordkeeping Document Form for non-exempt employees. Employees must work 40 hours (or use leave) every week.

### **Reporting to Work**

The new employee will report to the hiring supervisor on the date and at the time specified in the contract, hourly letter or verbal offer. The Office of Human Resources will complete the necessary transactions and provide the documents to the Payroll Office for timely processing of the employee's first payroll check and coordination of applicable benefits.

### **Attendance**

Employees are expected to report to work in accordance with the work schedule assigned by their supervisors and are responsible for notifying their supervisors as soon as possible if they expect to be late or absent. Occasional, continuous and/or excessive tardiness will not be permitted. Failure to notify the supervisor appropriately may result in disciplinary action including termination. The supervisor may provide counseling or a written warning prior to recommending disciplinary action.

### **Probationary Period**

The probationary period is the time allowed for all newly hired employees to demonstrate their qualifications for the job. During this period, supervisors should discuss the employee's progress and provide recommendations and suggestions for improvement. An employee may be terminated during the probationary period if the University determines that the employee is not suited for the job. The probationary period for all new employees is six months. However, passing the probationary period is not a guarantee of future employment.

The following guidelines apply to all new employees during the period their status is being evaluated:

- The employee is eligible for benefits as defined and outlined in the employment guidelines.
- Employees may be transferred or promoted.
- Previous employees must satisfy the evaluation requirements upon rehire.
- The University reserves the right to hire and fire at-will.

### **External Employment**

Full-time and part-time twelve-month salaried employees must not accept regular employment without prior supervisory approval. A Claflin University's employee obligation is to the University and is considered to be his/her primary duty. To request approval to accept outside employment, the employee must complete and present the "Outside Employment Form" to the

supervisor for approval. In no case should external work interfere with an employee's primary job at Claflin University.

### **Performance Evaluations**

- **Evaluation Procedures**

It is the responsibility of supervisors to review the wages and salaries of employees under their supervision once a year. This review is conducted in the spring or early summer, usually in March, when departmental budgets are being prepared for presentation to the Vice President for Fiscal Affairs and the President.

Performance evaluations are conducted to determine if employees are meeting the performance expectations of their positions and to help employees to improve in their performances by identifying areas that need improvement. The evaluation process also serves as a means of (a) improving supervision, (b) determining training needs, (c) considering salary or wage increases, (d) establishing promotion possibilities, and (e) supporting retention.

Administrative decisions to grant increases to employees should be based on the performance evaluations. The evaluation elements should include job knowledge, work quality and quantity, productivity, attendance, dependability, work habits, increased value on the job, length of service, and overall job performance. The determining factor for increases will not be contingent upon the performance evaluation ratings only but also upon the availability of funds for such purposes.

The evaluation form is initiated by the supervisor, reviewed by the appropriate Vice President or the President, and forwarded to the Office of Human Resources.

### **Promotions and Transfers**

Job promotion is based on personal merit. It is the policy of the University, when possible, to fill any vacancies by promotion from within the University. However, when it becomes necessary, the University will employ persons from outside the University to fill vacant positions that require specialized knowledge, skills, abilities, and experiences.

Promotions and transfers are recommended to the appropriate administrator by the supervisor.

- Promotion is the act of an employee being moved to a position in a salary grade that is higher than the employee's present salary grade.
- Transfer is the act of moving an employee from one position to another within the same salary grade.
- Either may involve movement within one department or between departments.

### **Classification**

- Position Description

All positions are grouped according to the duties and responsibilities assigned to them. Positions that have similar duties and responsibilities, and require similar knowledge, skills, and abilities are grouped together in the same job classification.

A copy of the position description outlining the purpose and responsibilities of the employee's particular job should be provided to the employee within 30 days of employment. If the employee's duties or requirements change during employment, it may be necessary to update the position description.

## **COMPENSATION**

### **Wages and Salaries**

All wages at the University are paid at an hourly rate or on a salaried basis. The hourly rate applies to certain jobs for which this method of payment seems most appropriate.

The wage scale for each position is measured by the following factors: direct report, level of responsibility and independent decision making required, extent of supervision and delegation, type of instructions given and received, and the minimum knowledge, skills, and abilities required to perform the tasks and duties of the position.

### **Pay Schedule**

All employees of the University are paid according to a semi-monthly pay schedule on the 3<sup>rd</sup> and the 18<sup>th</sup> of each month. All payments are made by check or direct deposit. The University does not make provisions for advance payments or loans to employees.

### **Payroll Deductions**

The University must withhold federal and state income taxes from the paychecks of applicable employees. Upon employment, new employees must complete an Employee's Withholding Exemption Certificate, Form W-4. To make a change in the number of dependents to be claimed for tax exemption purposes, employees must complete a new Form W-4 in the Office of Human Resources for processing and record keeping.

Employees will receive from the University a W-2 Form in January of each year. This statement shows the total amount of wages paid and the total amount of taxes withheld during the previous calendar year. Employees are required by law to attach the statement to their income tax reporting form. Other payroll deductions include FICA, OAD, and Medicare. All other payroll deductions must be authorized by the employee in writing.

### **Salary Increases**

It is the responsibility of supervisors to review the wages and salaries of employees under their supervision once a year. This review is usually conducted in the spring or early summer when departmental budgets are being prepared for presentation to the Vice President for Fiscal Affairs and the President. The decision to grant increases to employees should be based on the

performance evaluation. The determining factors include job knowledge, work quality and quantity, productivity, attendance, dependability, work habits, increased value on the job, length of service, and overall job performance. Increases are contingent upon the availability of funds to support such purposes. Approved increases will become effective on July 1.

Recommendations are initiated by the supervisor, reviewed by the appropriate Vice President, and approved by the President.

### **Promotion**

Through a competitive hiring process, an employee may be selected for another position with a higher level of duties and responsibilities. If an employee is promoted, his or her increase in pay will be determined through internal alignment, years of service, and direct report.

### **Demotion**

A demotion is the assignment of an employee from one position to another position in a lower salary level. If an employee is demoted, his or her salary will be determined according to the compensation policy. An employee may be demoted due to reorganization/restructuring of the unit, upon failure to meet the job performance expectations of the current position, disciplinary action, or upon request of the employee.

### **Lateral Transfers**

Lateral transfers may occur through a competitive hiring process, reorganization/restructuring, or a request initiated by the employee. Transfers must be supported by the immediate supervisor and approved by the appropriate Vice President. A lateral transfer is the assignment of an employee from one position to another in the same salary level. The employee's salary is not subject to change because of a lateral transfer. A lateral transfer may be initiated when an employee applies for the same salary level position with similar or different duties and responsibilities. The position may be in the same unit or a different unit.

## **Debt Collection and Recovery**

It is the responsibility of the University to ensure that all employees satisfy their financial obligations to the University. Any debt owed to the University will be deducted from the affected employee's salary or wages through payroll deduction or a personal agreement. The employee will be requested to sign a "Debt Collection and Recovery Authorization Form" to implement the payroll deduction. However, the University reserves the right to deduct monies of current and separated employees with or without an authorization.

Employees separating from the University or who have separated will have monies deducted to resolve any type of debt or outstanding obligation, including property and equipment, from their final paycheck, leave check, or any other sources of funds received from the University.

Types of debt and outstanding obligation may include monies owed to the University for travel advances, payment for disapproved leave, overpayment of wages, and payment of health insurance premium while on leave, property that was lost or not returned, and any form of indebtedness.

The University's policy on Debt Collection and Recovery is set forth in the Policies and Procedures Manual.

## LEAVES OF ABSENCE

### Vacation Leave

Vacation leave with pay is granted to full-time hourly employees, twelve-month contract employees, and part-time twelve-month salaried employees. When the employee has successfully completed six months of continuous employment, he/she is entitled to one-week of vacation leave.

Full-time hourly employees, twelve-month contract employees, and part-time twelve-month salaried employees are eligible to accrue vacation leave hours. Vacation leave may be used to take paid time off from work for vacations or other personal reasons. The rate at which the vacation leave is earned depends upon the employee's years of service with the University. The vacation leave hours will accrue for **full-time hourly and twelve-month contract employees** according to the following schedule:

<u>Years of Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Annual Vacation Earnings</u>		
		<u>Hours</u>	<u>Days</u>	<u>Weeks</u>
6 months (credited)	0	40	5	1
7-12 months	3.34 hours	40	5	1
1-14 years	3.34 hours	80	10	2
15-19 years	5.00 hours	120	15	3
20 years or more	6.68 hours	160	20	4

Probationary employees are not eligible to earn vacation leave time. Probationary employees will be credited with 40 hours of vacation leave **upon satisfactory completion of** their six-month probationary period. Employees who do not complete their probationary period will not receive any vacation leave hours.

The maximum accumulations for vacation leave hours are as follows:

<u>Years of Service</u>	<u>Maximum Vacation Accumulations</u>	
7 months - 14 years	160 hours	20 days
15 - 19 years	240 hours	30 days
20 years or more	320 hours	40 days

Vacation leave accumulations beyond the maximum hours will be subtracted on July 1 of each year. Employees will be paid the applicable maximum accumulation upon separation from the University. **Vacation** leave will **continue to** accrue to the credit of an employee who is on **vacation leave** or sick leave with pay status. Employees shall not earn **vacation** leave while on Leave without pay status.

**Exception: Annual Carryover and Payment of Vacation Leave for Employees Under Sponsored Programs (Grant-Funded) Positions**

Vacation leave accumulations must be used annually and **will not** carry over from one grant year to the next. Employees will **not** be paid for their unused vacation leave when they separate from the University due to the expiration of the grant or for personal reasons.

**Vacation Leave Accruals (Part-Time Twelve-Month Salaried Employees)**

Vacation leave hours will accrue according to the following schedule:

<u>Years of Service</u>	<u>Semi-Monthly Accrual Rate</u>	<u>Annual Vacation Hours</u>
7 months - 14 years	1.67 hours	40 hours
15 - 19 years	2.50 hours	60 hours
20 years or more	3.34 hours	80 hours

**Maximum Accumulations for Vacation Leave Hours (Part-Time Twelve-Month Salaried Employees)**

<u>Years of Service</u>	<u>Maximum Vacation Accumulations</u>
7 months - 14 years	80 hours
15 - 19 years	120 hours
20 years or more	160 hours

The appropriate vacation leave hours will accrue at the end of each semi-monthly pay period (1 - 15 and 16 - last working day of each month). Vacation hours may not be taken before they are earned. Employees are encouraged to take their accumulated vacation leave each year. Employees should request vacation leave as far in advance as possible. Supervisors should attempt to approve an employee's request if the operations of the University are not adversely affected. Employees who elect not to take a vacation will not receive payment for their vacation leave.

When an official holiday falls within the employee's approved vacation time, the leave time will not be deducted for the holiday. The employee may request to take a vacation leave day at a future date. Requests to use vacation leave must be approved by the supervisor.

Employees who transfer from one department to another will retain the balance of their vacation time.



## **Sick Leave**

All full-time employees and part-time twelve-month salaried employees are eligible to earn sick leave hours. Full-time employees will earn four hours of sick leave (one day per month) per semi-monthly pay period (12 days of sick leave each year) for personal illness and necessary medical appointments. Part-time twelve-month salaried employees will earn two hours of sick leave per semi-monthly pay period (6 days of sick leave each year). Full-time employees shall earn four hours of sick leave at the end of each pay period beginning with the date of employment. If the effective date of employment does not begin on the first or sixteenth of the month, the employee will not receive sick leave credit for that pay period. Employees must work the entire pay period to receive the credit.

Sick leave hours continue to accumulate from one year to the next and there is no limit on the maximum number of sick leave hours an employee may be allowed to retain. Employees will not be paid for their unused sick leave upon separation from the University.

Employees applying for sick leave shall submit a request in writing to the immediate supervisor for approval. The President must also approve a request for sick leave in excess of ten (10) days.

Sick leave accumulations shall be charged for the actual time an employee must be away from the job. However, when the University observes a holiday while an employee is on sick leave, such day shall not be deducted from the employee's sick leave balance.

Sick leave will accrue to the credit of an employee who is on sick leave or vacation leave with pay status. Employees shall not earn sick leave while on leave without pay.

The use of sick leave shall be subject to verification and employees may be required to present medical documentation certified by a licensed physician. The required statement should describe the nature of the illness and the dates of medical certification. The health care provider should include in the medical certification the period of medical care, the date the employee is expected to return to work, and any applicable job restrictions.

When there is reason to believe that sick leave is being abused, the University, before approving the use of sick leave, may request that the employee present medical certification or other acceptable documentation.

Employees shall be allowed to use their accrued sick leave to take paid time off from work for the following reasons:

- Medical necessity during the employee's temporary incapacity due to personal illness or injury, which prevents the employee from performing the duties of the position, including incapacity related to pregnancy or other temporary disabilities
- Infection with or exposure to a contagious disease such that his or her presence on the job might jeopardize or endanger the health of fellow employees and others
- Medical appointments when such cannot reasonably be scheduled during non-work hours

- Medical appointments for the employee's immediate family members, which include the parents, spouse, and children when such appointment cannot reasonably be scheduled during non-work hours
- Illnesses and injuries of parents, spouse, and children

Employees may use sick leave for illness during pregnancy or other temporary disabilities. To the extent permissible, the date on which sick leave for disability is to begin shall be at the request of the employee, based on the determination and advice of a doctor. In no event shall such date be prescribed unilaterally by an appointing authority except on the basis of professional medical opinion that the employee is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health of the employee.

In appropriate situations, based upon the medical reason and the length of time the employee has to be away from the job for personal or family illness or injury, the employee may be placed on family and medical leave status.

Employees who transfer from one department to another will retain the balance of their sick leave.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Claflin University complies with the federal Family and Medical Leave Act (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. Leave for eligible employees under the Family and Medical Leave Act applies to employees who have been employed for at least 12 months (these months do not have to be consecutive) and have worked at least 1,250 hours during the 12 months prior to the commencement of leave. (Employees who do not meet these eligibility criteria will not be granted leave under this section.)

Employees who have the required length of service and hours described above have rights under the Family and Medical Leave Act. As a general rule, employees must request, through an application process, a leave of absence under this law and policy. However, in appropriate situations, employees may be placed on FMLA leave status without application.

The University will use a "rolling" 12-month period measured backward from the day an employee uses any leave under this law and policy. Upon receipt of an employee's request for leave under the Family and Medical Leave Act, the supervisor will immediately notify the Director of Human Resources for a determination of whether the employee meets the eligibility requirements of the Act.

### **Reason for Leave of Absence**

An eligible employee will be granted a paid or unpaid leave of absence under this law and policy if a serious health condition prevents the employee from being able to perform his/her job. A serious health condition is one in which the employee is either ill for at least three calendar days

under the continuous treatment of a health care provider, or requires in-patient care in a hospital, hospice or residential medical care facility. The employee must provide certification from a health care provider to verify the existence of a serious health condition. Eligible employees are permitted to use FMLA absences for the following family related reasons:

- The birth of the employee's child, and to care for the newborn child within 12 months of the birth
- The placement of a child with the employee for adoption or foster care, and to care for the newly placed child within 12 months of the placement
- To care for a child under 18 years of age, or a dependent son or daughter over 18 years of age who is incapable of self-care because of mental or physical disability
- To care for the employee's spouse or parent with a serious health condition

Except as otherwise provided below, the leave of absence will be without pay.

### **Certification of Need for Leave**

Proof of need for leave of absence will be required of an employee seeking leave because of his/her own or a family member's serious health condition. A required certification form will be used. The certification must be provided with the request for leave within 15 days of the request. In the event advance notice is not possible, certification must be provided within the timeframe requested by the University. The University specifically reserves the right to request a second and third opinion at its expense and discretion. The University may require an employee on leave under this law and policy to periodically report on his status and intention to return to work and may require periodic re-certification of the medical condition.

### **Length of Leave**

An eligible employee is entitled to the equivalent of a total of 12 workweeks of leave during any 12 consecutive months. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent may be taken intermittently or by means of a modified work schedule when necessary.

### **Effect of Leave on Paid Time Off**

An employee who must be absent due to his/her own serious health condition will be paid for time lost from work first from accrued sick leave balances. An employee who needs to take leave for family related medical reasons will be paid for time lost from work first from accrued vacation leave balances.

### **Effect of Leave on Fringe Benefits**

- Health benefit plan.

Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on or before the same date that such portion of premiums would be

deducted from the employee's wages. An employee's failure to pay the employee's portion of health benefit plan premiums may result in a loss of health insurance coverage.

- Reimbursement of premiums to the University.

An employee who does not return to work after the expiration of leave under this law and policy will be required to reimburse the University for payment of health insurance during the leave unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his job duties or circumstances beyond his control.

### **Employee Responsibility to Give Notice**

Employees requesting a leave of absence under this policy must give 30 days advance notice or such lesser amount of notice as is possible in that particular circumstance.

### **Reinstatement**

At the conclusion of the leave of absence under the Family and Medical Leave Act, the employee is entitled to reinstatement to his/her former position or to a position equivalent to his/her former position. An employee who has taken leave due to the employee's serious health condition must obtain certification that he/she is fit for duty and must give reasonable notice of intent to return to work. An employee may not return to work until such certification is provided to the Human Resources Department.

### **Automatic Termination of Reinstatement Rights**

An employee's right to reinstatement as set forth above will automatically terminate if the employee does not return to work in full active employment status to the position of reinstatement within or on the business day following the expiration of the leave of absence under the Family and Medical Leave Act.

### **Automatic Termination of Employment**

An employee's employment will automatically terminate if the employee does not return to active employment status at the conclusion of his leave of absence unless a further leave of absence is granted under the "Leave Without Pay for Disability" policy.

### **Special Situations**

- Spouses - When both a husband and a wife are employed, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12-month period
- Key Employees (salaried employees in highest paid 10% of all employees) - Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations

## **Maternity Leave of Absence**

Eligible employees will be provided maternity leave of absence under the Family and Medical Leave Act.

## **Leave Without Pay for Disability**

For any extended period of disability due to illness, injury or maternity, exceeding the amount of accrued sick leave, the employee may apply for leave without pay, which along with any paid leave that has been taken shall not exceed 180 days. The written request for leave without pay shall specify the inclusive dates. The request shall not be denied for bona fide illness or disability for employees who have completed their probationary period and have served satisfactorily at the University for a period of six months or more. The leave without pay shall be granted with reinstatement privileges to the same position or one of comparable status for which the employee is qualified.

The University shall require a physician's certificate or other acceptable documentation describing the disability giving the projected inclusive dates of disability prior to approval. The physician can amend dates set forth in the physician's certificate. The University may require additional documentation from the physician issuing the certificate or may secure additional medical opinions from other physicians. As long as the disability is certified by a physician, the amount of leave authorized shall not exceed (1) 180 calendar days of combined leave with pay and leave without pay, or (2) 180 working days of leave with pay; otherwise the employee shall forfeit reinstatement privileges and be separated from the University.

When the employee exhausts all of his or her sick leave accruals, accumulated vacation leave will be automatically deducted unless specified by the employee prior to being placed on leave without pay.

## **Military Leave of Absence**

Military leave will be granted to regular full-time employees serving as a member of a reserve component of the armed forces of the United States, a member of the National Guard or Air National Guard. Employees will be entitled to ten (10) working days of unpaid leave for annual training duty, emergency National Guard duty, or at the call of a state governor. A leave of absence without pay may be allotted for any additional time needed to complete annual training or emergency duty.

To qualify for military leave, employees must provide copies of the official documentation to their supervisors immediately upon notification. Supervisors are responsible for forwarding a copy of the document to the Office of Human Resources for appropriate personnel action. Supervisors must complete a Request for Leave Application Form and attach a copy of the official military orders. The Form must denote if the employee has requested to use vacation leave or be placed on military leave without pay. If the employee elects to be placed on leave without pay, a Personnel Recommendation Form must be completed for the period of active duty.

### **Leave to Provide School and Community Service**

Eligible full-time employees are provided with eight (8) hours and eligible part-time twelve-month salaried employees are provided with four (4) hours of paid leave each fiscal year to provide school and community service. This benefit is to support employees in their participation in school-related matters, youth activities, community involvement, and general participation through volunteerism.

### **Leave to Donate Bone Marrow or Organs**

Eligible employees are provided paid or unpaid leave to donate bone marrow or organs. This benefit provides employees with 40 hours (1 week) of paid leave and up to 200 hours (5 weeks) of paid or unpaid leave for the period that is medically necessary for donation of bone marrow or an organ during any 12 consecutive months. Probationary employees are not eligible to participate in this leave program.

### **Bereavement Leave**

Employees may take up to three consecutive days of paid leave in the event of the death of an immediate family member (spouse, mother, father, siblings, children, grandparents, grandchildren, mother-in-law and father-in-law). Two additional days may be granted for travel time if the employee must travel out of state.

### **Personal Leave of Absence Without Pay**

The University may make provisions for a personal leave of absence without pay for any employee who needs more than **one month** from work for a valid reason. The maximum leave that may be granted is six months.

When an unpaid personal leave of absence is granted, it is given on an individual basis and at the discretion of University officials, taking into consideration the purpose of the leave, the employee's work record, and the needs of the University at that particular time. An employee must exhaust all earned unused vacation leave before an unpaid personal leave will be authorized.

Eligible employees must be classified as regular full-time employees and have completed six months of continuous service prior to the effective date of the unpaid personal leave. Employees must complete a Request for Leave Application Form. The form must be approved by their supervisors, appropriate Vice President, and the President before submitting the form to the Office of Human Resources for processing.

### **Leave of Absence from Work**

Leave of absence without pay is discouraged. It is granted only for **emergency circumstances** and at the discretion of the supervisor and the appropriate Vice President, and approved by the President. The absence may be for a minimum of one day but less than 30 days.

The employee must request and receive approval of such leave from his/her supervisor, appropriate Vice President, and the President before leaving the University. The supervisor has a right to know the reason for the employee's absence. A Request for Leave Application Form must be completed and approved.

The employee will not receive pay for holidays falling within the leave of absence, nor will any vacation or sick leave accrue during the leave.

Employees who are granted a leave of absence of 30 days or more are responsible for paying their portion of the health insurance premium while on leave without pay. The payments must be submitted to the Office of Human Resources to maintain coverage.

In cases where an employee wishes to take extended personal leave without pay (over a month), no guarantee will be made that the job will be available upon his/her return. Unusual circumstances and extreme emergencies will be given special consideration by the appropriate Vice President and the President.

### **Jury Duty**

Employees who are selected to serve on a jury will be granted leave with pay. The summons to serve as a juror or subpoenaed witness must be directed by a county, state, or federal court. Employees appearing in court for purposes other than as a juror or subpoenaed witness must take vacation leave or leave without pay. A copy of the official notice from the court must be presented to the supervisor and attached to the Request for Leave Application Form for submission to the Office of Human Resources for record keeping purposes. Employees are expected to report to work during intervals when their full time jury service is not required.

### **Elections**

Employees shall be allowed a reasonable length of time off with pay to vote in a national, state, or local election if their work schedules make it difficult to meet the operating hours of the polling location.

### **Leave for Study**

A member of the staff employed for three (3) years or more at the University may be granted up to one year for further study without pay.

### **Employees Taking Classes and Attending Professional Meetings**

An employee's request to take a special class, which is offered, and/or to attend professional meetings, may be approved if they are of mutual benefit to the University and to the employee.

Approval to attend may be given by the immediate supervisor and the appropriate Vice President.

Supervisors should encourage staff members to join professional organizations and attend meetings. Only one course will be allowed during work hours. The President must approve other arrangements.

### **Closings/Inclement Weather/Emergencies**

The President has the authority to make administrative decisions regarding all aspects of the University. Due to extremely severe weather conditions or an emergency situation, the President may authorize late openings, early closings, or full-day closing of the University.

## **HOLIDAY OBSERVANCES**

The University observes the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King's Day (Third Monday in January)
- Good Friday (Friday before Easter Sunday)
- Easter Monday (Monday after Easter Sunday)
- Memorial Day (Last Monday in May)
- Fourth of July (July 4)
- Wednesday before Thanksgiving Day
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving Day
- Christmas Eve (December 24)
- Christmas Day (December 25)

All offices and the dining hall will close for the regular Christmas holidays and New Year's Day.

When an authorized holiday falls on a Saturday, it shall be observed the Friday before the holiday. When the holiday falls on a Sunday, it shall be observed the Monday after the holiday. Employees with regular work schedules that require them to work on one of the above holidays will receive an alternate day off. Such time should be mutually agreeable to the employee and the supervisor.

When an employee is on approved vacation or sick leave during a period that includes a paid holiday, the employee will not be charged vacation or sick leave for the holiday or holiday period. Employees who are on leave without pay during a period that includes a holiday will not be paid for the holiday or holiday period. When a holiday falls on an employee's scheduled day off, the employee will be granted an alternate day off from work with pay.

If an employee's effective employment date falls on a holiday, the employee is eligible for the paid holiday if he or she reports to work the next workday following the holiday. If an employee



is retiring or separating from the University and the last day of work falls on a holiday, the employee will be paid for the holiday.

## **EMPLOYEE BENEFITS**

### **Group Insurance**

Claflin University offers a group insurance program which includes life, hospitalization, disability and dental insurance protection. This benefit is made available to faculty and staff at the lowest possible cost, and the insurance premium is supplemented by the University. The plan covers both employees and dependents of employees. This is a voluntary insurance plan.

### **Retirement Plan**

The retirement programs at Claflin University include Social Security administered by the United States government and Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA/CREF). The Social Security program is compulsory. Under the Social Security program, the University withholds the required amount of taxes based on the employee's income paid during the calendar year, and after adding its contributions, the University pays the total to the government.

Claflin University offers two retirement plans. Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA/CREF), one of the largest and most respected financial service providers in the world, ensures the financial well being of faculty and staff across America's education and research communities. The TIAA/CREF Retirement Plan (403b) and the TIAA/CREF Supplemental Annuity are voluntary plans for which all full-time employees are eligible for participation.

Employees may enroll in TIAA/CREF Retirement Plan (403b) after 12 months of consecutive service to the University. Claflin University will contribute 7.5% of the employee's annual gross salary and the employee must contribute a minimum of 4%.

Employees may contribute at any time during their employment to the TIAA/CREF Supplemental Annuity plan. This supplemental plan does not require a waiting period nor does Claflin University contribute any funds toward it.

TIAA/CREF specializes in educational pension and insurance programs and is owned by its policyholders. The University also makes regular contributions on behalf of employees enrolled with this plan.

### **Workers' Compensation**

The University provides Workers' Compensation Insurance for all employees. If an employee incurs a work-related injury or illness, he/she may be eligible for benefits under the Workers' Compensation Act. If an employee is injured while working, he/she should report the injury immediately to his/her supervisor and seek immediate medical attention. An employee who is disabled because of an accident for a period of more than seven days will receive compensation,

and the hospital and medical expenses will be paid by the insurance company in accordance with provisions of the Workers' Compensation Act.

Workers' compensation pays for necessary medical treatment, loss of wages during the disability, and compensation for permanent disability or disfigurement. This compensation is limited to two-thirds of the employee's weekly wages, limited to the current average weekly wage in South Carolina. If the employee is out of work for more than 14 days, the employee is entitled to compensation from the first day of the accident.

Any injury, though it may be considered minor, must be reported to the supervisor and to the Office of Human Resources immediately following the accident. The supervisor is responsible for completing the proper documents and submitting to the Office of Human Resources for review and processing to ensure that the necessary forms are completed for the employee to receive the proper medical care.

### **Educational Assistance**

It is the policy of Claflin University to provide tuition assistance to full-time employees and their dependents for courses taken at the University. This benefit is limited to a maximum of three persons per family. Employees and dependents will be required to pay all other fees charged by the University for courses taken. All requests for tuition assistance should be made to the supervisor for approval and submission to the Vice President for Fiscal Affairs at least two (2) months prior to matriculation at the University. The following regulations shall be followed in applying this policy:

- Members of the Claflin University staff will be allowed to take a maximum of one course per semester at Claflin University during working hours with the approval of the proper authority. Only under unusual circumstances will a staff member be eligible to take more than one course per semester during working hours. More than one course must be approved by the proper authority. Time away from work attending class is to be made up at a time agreed to by the supervisor and the individual.
- Under certain circumstances, permission may be granted for one course to be taken at another university during working hours at the expense of the employee without a loss in pay. The employee will be required to make up the time.
- Dependents eligible for an academic scholarship, as well as tuition assistance, may elect to accept either the academic scholarship or tuition assistance. The dependent will not be granted both.
- Employees and dependents who audit a course for no credit are responsible for paying the required fees.
- Requests for tuition assistance are to be submitted to the immediate supervisor for the recommendation and forwarded to the appropriate offices for approval.

Because Claflin University is a member of the Council of Independent Colleges, full-time employees and their dependents are eligible for the CIC Tuition Exchange Program. Students may attend one of more than 300 CIC TEP member colleges at *no tuition* subject to approval of the concerned institution. While tuition is free, students are responsible for other charges such as room, board, and fees.

### **Health Services**

The University maintains a Health Center with a nurse on duty. While the Health Center is primarily for the students, health services are available to staff and faculty members in case of an emergency.

## **NEPOTISM**

Claflin University is committed to maintaining a work environment that provides for the fair, just, and equitable treatment of all employees. The University does not permit the supervision of an employee by a member of his or her immediate family. Should the marital status change or a situation is created after employment which causes one family member to supervise another family member, one of the employees affected will be required to transfer to a different department, separate from the University, or be reassigned to another supervisor.

## **CONFLICT OF INTEREST**

Claflin University supports and encourages employee's participation in research, publications, external organizations, community activities, collaboration with other institutions, and professional and personal endeavors. Employees are expected to perform their duties and conduct business in an appropriate manner, with academic integrity, and in the best interest of the University by demonstrating at all times their commitment to the highest intellectual and ethical standards. The University prohibits employees from engaging in any conduct that constitutes a conflict of interest. The following actions are considered a conflict of interest and are prohibited:

- Acceptance of gifts, monetary or non-monetary, favors, gratuities, or rewards for services an employee performs in connection with University employment
- Offer or acceptance of any money or valuables in exchange for employment selection, promotion, or special privilege or benefit
- Campaigning during working hours for self or someone else
- Soliciting an employee to contribute to political purposes
- Accepting any work or compensation that could be reasonably construed as a conflict of interest without proper prior approval

- Engaging in any practice that is a conflict of interest
- Participation in professional activities that constitutes a conflict of interest
- Exercising inappropriate administrative authority to influence subordinates or others in such a way that it may adversely affect the University's interest

### **Disclosure**

Designated employees will be required to complete a Disclosure Form.

## **EMPLOYEE RELATIONS**

### **Personal Conduct**

The conduct of each employee plays an important part in shaping public opinion toward the University. All employees are expected to act in an attentive and courteous manner when interacting with students, supervisors, co-workers, faculty, other University personnel, and the general public.

### **Personal Appearance**

All employees of Claflin University are expected to maintain a good general appearance by reporting to work dressed and groomed appropriately for their working conditions. The University reserves the right to insist that all employees who serve clients and customers dress professionally. Other specific dress requirements may also apply.

### **Exit Interview**

Employees who separate from the University should participate in the Exit Interview Process. It is designed to assist employees with their transition from the University and to ascertain data, suggestions, and recommendations to help the University improve the workplace environment. The exit interview is conducted by the Office of Human Resources and provides separating employees with a review of their benefits, leave balances and payment, and other relevant personnel information. The Office of Human Resources will provide the exit interview and Clearance Certificate to the employee.

Separating employees must return and/or account for all University property, including but not limited to, office/building keys, cellular telephones, identification cards, computer equipment, American Express cards, uniforms, office files and records, special equipment, etc. Supervisors are responsible for verifying that all property is accounted for and ensuring that separating employees delete or terminate all information systems access prior to leaving the University. The Clearance Certificate must be completed and received by the Office of Human Resources on

or before the employee's last workday. Individuals who sign the clearance certificate will be held directly responsible for any and all information they certify on the certificate.

Employees will receive their final paycheck within 30 days of the separation date. If applicable, direct deposit will be deactivated. All leave used will be deducted before the final paycheck is generated. Approved sick and/or vacation leave will be deducted and vacation leave will be used for all unauthorized absences. Leave without pay will apply if the employee does not have vacation time and his or her paycheck will be docked accordingly.

All money owed to the University for unauthorized leave, excessive leave, or other debts, including property, and for any and all other reasons will be deducted from the final paycheck in compliance with the Policy on Debt Collection and Recovery.

## **NO-HARASSMENT POLICY**

Claflin University is committed to maintaining a work environment that is free from discrimination and in which employees at all levels can devote their full attention and best efforts to the job. Harassment has no place in the work environment. The University does not authorize and will not tolerate any form of harassment based on the following factors: **Race, color, sex, national origin, age, disability, religion, or any other characteristic that is protected by law.**

This policy applies to management, non-management, faculty and staff employees, and to non-employees who harass our employees.

Examples of “harassment” that are covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the employee’s sex, race, religion, national origin, age, disability, or other factors protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person’s work performance.

The examples below are just that -- examples. It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual’s work performance or could create an offensive environment will be considered harassment in violation of this policy. This is the case even if the offending employee did not mean to be offensive. It is essential that employees be sensitive to the feelings of others.

## **SEXUAL HARASSMENT**

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Examples of the types of behavior that are considered sexual harassment in violation of this policy include:

- Sexually offensive jokes or comments
- Physical assaults or other touching that is sexual in nature

- Promise of favorable treatment or threat of unfavorable treatment based on the employee's response to sexual demands
- Displays of sexually oriented reading materials or pictures, including electronic materials
- Punishment of an employee for complaining of sexual harassment

## **HARASSMENT BASED ON RACE, COLOR, NATIONAL ORIGIN, AGE DISABILITY OR RELIGION**

Harassment based on these other traits deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include:

- Jokes or negative comments about these characteristics
- Displays of reading materials or pictures containing negative material about these characteristics, including electronic material
- Vandalism or "pranks" based on these characteristics
- Name-calling based on these characteristics
- Punishment of an employee for complaining of these types of harassment

## **REPORTING HARASSMENT**

The University cannot resolve matters about which it has no knowledge. Every employee has a duty to immediately report harassment so that the University may take the necessary steps to resolve this situation. Employees should report harassment when:

- One believes that he/she has been harassed
- He/she has witnessed someone else being harassed

This is true whether the alleged harasser is an employee, a supervisor or manager, or even a non-employee, such as a vendor with whom the University does business.

Employees may report their complaints directly to the Office of Human Resources or the Vice President for Student Development and Services if they prefer not to discuss the harassment with their immediate supervisor.

All harassment complaints shall receive immediate attention and will be coordinated by the Office of Human Resources in conjunction with the Vice President for Student Development and Services. It is the responsibility of the University to respond appropriately by taking the following measures:

- Conduct a prompt and thorough investigation
- Discuss the results with the complaining employee and, where appropriate, take action

- Keep the investigation and results as confidential as possible
- If the complaint is verified, take appropriate corrective action, up through and including termination

***No employee will be punished for bringing a report of harassment to the University's attention or for cooperating in an investigation.***

## **OUR COMMITMENT TO AN EFFECTIVE NO-HARASSMENT POLICY**

Finally, if employees feel that the University has not met its obligation under this policy, or if they are not satisfied with the way in which the report of harassment was handled, they should contact the Executive Vice President to the President. An effective no-harassment policy depends on all employees working together to address this very important subject.

### **Grievances**

Whenever employees have a dispute, they should first discuss the matter with their immediate supervisor and then follow the chain of command to the appropriate Vice President and finally to the President of the University.

## **STANDARDS OF CONDUCT DISCIPLINARY ACTION**

Disciplinary action by the supervisor may be necessary for a number of reasons including, but not limited to, inattention to or failure to properly perform job duties, inefficiency, insubordination, excessive or unapproved absences, violation of law or University policy, or other conduct not desirable of an employee of the University. This list of infractions is not an exclusive list but is given as an example only.

Disciplinary action, depending on the severity of the offense, may include any of the following:

- Verbal or written warning
- Overtime necessary to complete work properly
- Withholding of salary increase or promotion
- Suspension
- Demotion
- Dismissal

In the event of termination of employment, an employee must return all University property to his or her supervisor upon termination.

## **TERMINATION/SEPARATION OF EMPLOYMENT**

### **Grounds of Termination**

The University for just and sufficient cause defined in the following ways may terminate the service of employees:

- Gross misconduct
- Unacceptable behavior
- Unsatisfactory job performance
- Failure to satisfactorily complete the probationary period

### **Procedures for Termination**

Employees may or may not be given advance notification of termination of employment.

Eligible employees may elect to retire, in lieu of termination, with full benefits at the age of sixty-five (65). Any exception to this regulation must be recommended by the proper authority and approved by the President.

Upon separation, all University property must be returned before the employee leaves the University.

### **Procedures for Separation**

Employees may separate from the University due to the following reasons:

- Retirement
- Resignation
- Reduction in Workforce

### **Retirement**

Retirement guidelines are based upon the rules and regulations governing the retirement plan. An employee who wishes to retire from the University must contact the Office of Human Resources to meet with a representative to discuss the retirement process. The University should be given a ninety-day (90) notification.

### **Resignation**

Employees who wish to terminate their employment with Claflin University should present the resignation notice to their immediate supervisor two (2) weeks in advance of their last day of work. Contract workers are expected to honor the duration of their contract.

Any University property, which the employee may have in his or her possession, must be returned to the supervisor before the final paycheck is issued. All keys to University property must be returned and releases obtained for them. All identification cards must be surrendered to the supervisor prior to the last day of employment with the University.



### **Reduction in Work Force**

Should it become necessary to reduce the work force of the University due to lack of work or lack of funds, employees will be laid off with due consideration for merit and length of service. Employees will be given a notice of not less than ten (10) days and preferably as much as thirty (30) days.

The reduction in work force does not apply to employees in grant funded positions that are funded for a specified period and are terminated due to the expiration of the grant.

## **MISCELLANEOUS GUIDELINES**

### **Public Safety and Emergency Telephone Numbers**

The Campus Public Safety Department is committed to providing an environment conducive to living, learning, and working through crime awareness, education, proactive patrol, investigations, communications, and extensive security. It is responsible for the protection of both persons and property. Officers patrol the buildings and grounds around the clock and are always available to assist students, faculty, staff and visitors. The Public Safety Department is accessible 24 hours a day - seven days a week. The Public Safety Office and the Police emergency number is 535-5445. One may also dial 911 for emergencies.

### **Work Place Safety**

In addition to causing pain and loss of time, accidents contribute to a decrease in efficiency and productivity. It is important that all working conditions be safe. It is part of the employee's job to make the University a better place to work by reporting unsafe conditions or practices on the job. Supervisors will welcome suggestions concerning work place safety.

### **Telephone, Internet Access, and Computer Utilization**

The University expects its employees to use the telephones, voicemail, computers, and Internet to facilitate business activities and communications. Each employee must properly use the University's equipment and computing resources responsibly. Users are responsible for maintaining the confidentiality of all information, including student-related data, information stored on faculty and staff, and electronic mail.

Employees must not use the computer or e-mail system for business purposes unrelated to the University, for sending offensive, harassing, discriminatory, or defamatory messages, or for other inappropriate or improper purposes.

The telephones and computers are property of the University, and employees who use the Internet or visit web sites unrelated to University business may be disciplined or terminated. The University reserves the right to protect the integrity of its information technology systems. It claims the right to track, monitor, and review all network activity with or without notice,

including e-mail and all website communications. Therefore, users should have no reasonable expectations of privacy in the use of these resources.

### **Use and Care of University Equipment**

Every employee will be entrusted with the use of certain University equipment and will be expected to give the equipment proper treatment at all times. If the equipment needs repairing, servicing, or cleaning, the employee should report the condition to the proper supervisor and take follow up action, as appropriate. University equipment is for the sole use of University business.

### **Keys**

Keys are distributed to employees based upon the need and nature of the position. All keys must be returned to the University upon separation of employment or transfer to another position. An employee who transfers to a different department must request keys through the new supervisor. It is the responsibility of each employee to report lost or stolen keys immediately to his/her supervisor.

### **Solicitation**

The University does not permit soliciting, peddling, or the canvassing of employees during working hours, and no University facility may be used for this purpose.

The University has a long-standing policy regarding solicitation on the premises. The sole exception to this policy is University related appeals and the United Way Campaign. Work time, as referenced below, does not include meal and break periods. Employees are not to participate as solicitors or as customers of any non-University appeals or solicitation.

- No solicitation of any kind by or of employees on University premises during work time
- No distribution of literature or printed matter by or to employees on University premises during work time
- No distribution of literature or printed matter by anyone in work areas at any time
- No solicitation of employees or collection of contributions or distributions of written or printed matter to employees at any time by non-employees on University premises

### **Bulletin Boards**

Administrative bulletin boards are University property. No material may be posted on a University bulletin board without prior administrative approval.

### **Lost and Found**

All lost and found articles should be turned in and reported to the Security Office.

### **Use of University Buildings**

Organizations desiring to use University buildings for meetings and other activities should secure clearance from the proper authorities by following the procedure below:

- Procure the proper form from the Office of Plant Operations
- Secure the advisor and the representative of the organization signatures on the request form

### **Staff Members as Advisors**

Only Claflin University faculty and staff who are recommended by the organization and approved by the Vice President for Student Development and Services, in consultation with the supervisor, may serve as advisors to student groups.

### **Identification Cards**

Staff members may be required to have Identification Cards. The Coordinator of Student Services is responsible for their issuance.

### **Salvage Material**

Scrap lumber, damaged tools, leftover materials, and inoperable equipment must be turned over to the Director of Plant Operations. Each employee should take care to protect his/her job and the interest of the University.

### **Parking Rules and Regulations**

Employees may park their vehicles on the University campus. Parking assignments for faculty and staff are available in designated parking spaces. Vehicles must have a current parking decal that is properly displayed. All vehicles must be registered with the Campus Registration and Vehicle Management Services. Registration of motor vehicles must be completed at the beginning of each year or summer session, and new faculty or staff must register their vehicles within five (5) days after their date of employment. Requirements for registering a vehicle include current class registration information, a valid driver's license, current vehicle registration, and proof of insurance.

Registered motorcycles and motor bikes must be parked in vehicle spaces only and are subject to all parking rules and regulations applying to four-wheeled vehicles.

The University offers bicycle registration for faculty and staff. Decals help to discourage theft and assist in recovery should a bicycle be lost or stolen. The serial number is recorded and maintained by the Registration/ Management Department.

Employees should refer to the "Parking Rules and Regulations Manual" for registration instructions and fees, campus traffic regulations, emergency numbers, and specific parking information.

### **Personal Information (Name, Address and Telephone Number Change)**

Employees should promptly notify the Office of Human Resources if they have a change in their name, address or telephone number and other changes or events that may affect their benefits. Personal changes that occur immediately upon employment should be provided to the Office of Human Resources as soon as possible to avoid any delays or termination of benefits.

### **Telephone**

Telephones are to be used for official University business and in no instance, except for emergencies, should be used for personal business.

### **Mail**

Due to the high volume of official mail that must be processed and handled daily, personal mail should not be addressed to employees at the University.

## **CONCLUSION**

WHENEVER A LARGE NUMBER OF PEOPLE WORK TOGETHER IN A COMMUNITY, CERTAIN RULES AND GUIDELINES ARE NECESSARY FOR THE SMOOTH AND SATISFACTORY OPERATION OF THE ORGANIZATION. AS A MEMBER OF THE STAFF, EACH INDIVIDUAL IS AN IMPORTANT PERSON IN THE OPERATION OF THE PROGRAM AT CLAFLIN UNIVERSITY. MUCH OF WHAT THE VISITOR THINKS OF THE UNIVERSITY IS BASED ON WHAT HE/SHE SEES OF THE BUILDINGS, GROUNDS, AND PERSONNEL OF THE UNIVERSITY. WHETHER THIS IMPRESSION WILL BE POSITIVE OR NEGATIVE WILL DEPEND ON EACH PERSON'S CARRYING OUT THE RESPONSIBILITIES OF HIS OR HER PARTICULAR JOB.

## **THE PRESIDENT'S CABINET**

President of the University  
Executive Vice President  
Administrative Assistant to the President  
Vice President for Academic Affairs  
Vice President for Institutional Advancement  
Vice President for Fiscal Affairs  
Vice President for Student Development and Services  
Vice President for Planning, Assessment and Information Services

## **COLORS**

Orange and Maroon

## **THE STAFF GUIDELINES**

**Approved: August 2006**

**Prepared by: External Consultant and Office of Human Resources**

# CLAFLIN UNIVERSITY

## ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF STAFF GUIDELINES AND NO-HARASSMENT POLICY

---

Read, Sign and Return Within Five (5) Days

---

I understand and agree that:

- Nothing contained in the Staff Guidelines is intended to create, nor shall be construed as creating an expressed or implied contract, or guarantee of employment for a definite or indefinite term.
- The statements contained in the Staff Guidelines are intended to serve as general information concerning the University and its existing policies, procedures, practices of employment, and employee benefits.
- Periodically, the University may need to clarify, amend and/or supplement the information contained in the Staff Guidelines and the University will inform me when such changes occur.
- I acknowledge that I have read the No Harassment Policy contained on page 40 during orientation. I have been informed that I am responsible for reading the Staff Guidelines that are on-line ([www.claflin.edu](http://www.claflin.edu)). I will contact the Office of Human Resources if I have questions concerning the contents.
- I understand that if I feel that I have been harassed or if I see what I believe to be harassment, I will immediately report the alleged harassment to my supervisor, a member of senior management, or the Director of Human Resources.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Authorized Witness \_\_\_\_\_

